



University of Victoria Animal Care Committee Expectations and Procedures for Alternative Housing of Research and Teaching Animals

Background and Purpose

Consistent with Canadian Council on Animal Care (CCAC) policies and guidelines^{1,2,3}, animals used for research and teaching at the University of Victoria are normally housed in purpose-built animal facilities on the campus. From time-to-time, experimental or teaching programs may require that animals be housed outside of purpose-built space (e.g., in laboratories) for more than 24 hours. Requests for such housing will be reviewed on a case-by-case basis by the UVic Animal Care Committee (ACC), and will only be approved when scientifically justified and when the housing conditions meet UVic and CCAC standards.

This document provides information on the expectations and procedures for housing research or teaching animals outside of purpose-built space for more than 24 hours at the University of Victoria.

Expectations

The Principal Investigator (PI) will:

1. Provide housing conditions and care for the species being housed as described in their Animal Use Protocol (AUP), and consistent with CCAC policies¹⁻³ and guidelines^{4,5,6}.
2. Provide the ACC, the Veterinary Director and their delegates with oversight of and unlimited access to the space and the authority to deal with animal welfare issues as described in the [ACC Terms of Reference](#).
3. Obtain UVic ACC approval prior to the provision of alternative housing. Review of the approval by the ACC will occur at each AUP renewal date.
4. Provide the ACC with access to inspect the alternative housing space at least once annually, consistent with CCAC policy².

¹ CCAC 2008 policy statement for: senior administrators responsible for animal care and use programs ([link](#))

² CCAC 2006 policy on: Terms of Reference for Animal Care Committees ([link](#))

³ CALAM/ACMAL 2020 Standards of Veterinary Care ([link](#))

⁴ CCAC 2019 guidelines: Mice ([link](#))

⁵ CCAC 2020 guidelines: Rats ([link](#))

⁶ CCAC 2005 guidelines on: the care and use of fish in research, teaching and testing ([link](#))

Expectations and Procedures for Alternative Housing of Research and Teaching Animals

Procedures

The PI will:

1. Contact Animal Care Services (acshouse@uvic.ca) to schedule a walk-through to confirm suitability of space using the checklist for rodents (Appendix 1) or aquatic species (Appendix 2), as appropriate.
2. Complete the Alternative Animal Housing Request Form (Appendix 3). The request form must be completed only once during the four year life cycle of the AUP, unless there are substantial changes to the space, species or conditions.
3. Indicate on the AUP that there are “special housing requirements”, and briefly describe the housing plan. Include justification for housing animals outside of purpose-built space.
4. Submit checklist, the request form, and AUP to the ACC for review.
5. On approval by the ACC, **annually** notify Campus Security and Building Administrator that live animals will be housed in the alternative space. Indicate the room(s) involved, and anticipated duration of alternative housing (Appendix 4).
6. Update the housing checklist **annually** and submit with the AUP at renewal time, as long as animals are planned to be housed in the alternative space.

Appendix 1: Alternative Animal Holding / Housing Checklist: Rodents



**University
of Victoria**

**Animal Care Committee
Office of Research Services**
Michael Williams Building, Room B202
Website: <http://www.uvic.ca/research>
Email: animaethics@uvic.ca

ALTERNATIVE ANIMAL HOLDING / HOUSING CHECKLIST: RODENTS

Location:	
Date of inspection:	Persons performing inspection:

1.0 Security					
Item #	Item	Yes	No	N/A	Comments
1.1	Door sweeps on all relevant doors (e.g., housing room, exterior and hallway)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Access controlled by Prox card/keys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Access records maintained by local administrator (e.g., key/Prox card log)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: Local #:
1.4	Animals hidden from public view through interior and exterior windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Signage posted? <i>"For access contact: Campus Security and/or Lab Manager"</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Building administration and Campus Security advised in writing of animals housed on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Laboratory and Building Crisis Management Plan includes plan for animals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0 Environment					
Item #	Item	Yes	No	N/A	Comments
2.1	Emergency power source available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please describe:
2.2	Temperature and humidity gauges present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Room temperature and humidity checked and recorded daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 1: Alternative Animal Holding / Housing Checklist: Rodents

2.0 Environment					
Item #	Item	Yes	No	N/A	Comments
2.4	Noise/vibration-inducing activities excluded from housing space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Room supplied with 100% fresh air?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Ability to provide controlled lighting and diurnal cycle (i.e. light:dark of 12:12 or 14:10)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe how:
2.7	Light intensity below 325 lux @ 1 meter height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	Ventilation: minimum 15-20 air changes/hour?*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If no, describe in the monitoring procedures.
2.9	Humidity: 40-60% 24 hours/day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.10	Room temperature maintained in range of 20-26°C (adults) or 24-26°C (gestating & lactating dams, pups <4 weeks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.0 Surgery & Recovery Sites					
Item #	Item	Yes	No	N/A	Comments
3.1	Recovery surgery will be performed outside of the animal care unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please refer to <i>Recovery Surgery of Rodents Checklist</i> .
3.2	Surgery & recovery space meets expected criteria outlined in <i>Recovery Surgery of Rodents Checklist</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If no, please explain.
4.0 Storage & Disposal					
Item #	Item	Yes	No	N/A	Comments
4.1	Controlled drug storage consistent with Health Canada Exemption License?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Appropriate storage of non-controlled substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Carcasses disposed following OHSE requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 1: Alternative Animal Holding / Housing Checklist: Rodents

5.0 Additional	
5.1	Briefly describe how and where animals will be housed: (e.g. in standard cage on stainless steel rack in bay #3, room XYZ):
5.2	Further comments:

*If this air change rate is not achievable, monitoring of ammonia, carbon dioxide, particulate matter and total volatile organic compounds can be undertaken. See:

https://www.ccac.ca/Documents/Standards/Guidelines/Addendum-Laboratory-Animals-Facilities_heating-ventilation-air-conditioning.pdf

Appendix 2: Alternative Animal Holding / Housing Checklist: Aquatic



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ALTERNATIVE ANIMAL HOLDING / HOUSING CHECKLIST – AQUATIC SPECIES

Location:	
Date of inspection:	Persons performing inspection:

1.0 Security					
Item #	Item	Yes	No	N/A	Comments
1.1	Tanks covered at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Access controlled by Proxcard/keys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Access records maintained by local administrator (e.g., key/Proxcard log)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: Local #:
1.4	Animals hidden from public view through interior and exterior windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Signage posted? <i>“For access contact: Campus Security and/or Lab Manager”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Building administration and Campus Security advised in writing of animals housed on-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Laboratory and Building Crisis Management Plan includes plan for animals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.0 Environment					
Item #	Item	Yes	No	N/A	Comments
2.1	Emergency power source available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please describe:
2.2	Traffic through space minimized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Tank temperature can be maintained within +/- 2°C?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	Emergency air/oxygen source available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 2: Alternative Animal Holding / Housing Checklist: Aquatic

2.0 Environment					
Item #	Item	Yes	No	N/A	Comments
2.5	Total gas pressure measured regularly by ACS staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Chemical products stored away from tanks/enclosures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	Ground fault interrupters on all circuits in the vicinity of tanks/enclosures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	Electrical components and extension cords located outside of splash zones and used safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.10	Density appropriate for species' stage and size?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please describe:
2.11	Adequate H ₂ O supply available at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.12	Water quality testing is performed to include dissolved oxygen, salinity (for marine systems), pH, ammonia, nitrite, nitrate, total dissolved solids and temperature, as a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.13	Adequate cover/enrichment for species?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.14	Animal Care staff responsible for feeding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If no, please indicate alternative:
2.15	Animal Care staff responsible for cleaning tanks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If no, please indicate alternative:
3.0 Ventilation & Lighting					
Item #	Item	Yes	No	N/A	Comments
3.1	Ventilation sufficient to allow surfaces to stay dry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Ability to provide controlled photo period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please describe (e.g., 12h light/dark)
3.3	Light intensity and wavelength appropriate for species (if known)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix 2: Alternative Animal Holding / Housing Checklist: Aquatic

4.0 Surgery					
Item #	Item	Yes	No	N/A	Comments
4.1	Recovery surgery will be performed outside of the aquatics unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Surgery & recovery spaces meet CCAC guidelines (section H, page 51)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of surgical area:
5.0 Storage & Disposal					
Item #	Item	Yes	No	N/A	Comments
5.1	Controlled drug storage consistent with Health Canada Exemption License?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Appropriate storage of non-controlled substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Carcasses disposed following OHSE requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.0 Additional					
6.1	Briefly describe how and where animals will be housed: (e.g. in standalone tanks, etc.)				
6.2	Further comments:				

CCAC Guidelines on: The Care and Use of Fish in Research, Teaching and Testing Link:
<https://www.ccac.ca/Documents/Standards/Guidelines/Fish.pdf>

Appendix 3: Alternative Animal Holding / Housing Request



Animal Care Committee
Office of Research Services
Michael Williams Building, Room B202
Website: <http://www.uvic.ca/research>
Email: animaethics@uvic.ca

ALTERNATIVE ANIMAL HOLDING / HOUSING REQUEST

Principal Investigator	
Protocol Number	

Animal Housing Location:

Building	
Room Numbers	
Species	

Brief Description of Housing (e.g., *"individually housed in cages on a stainless steel rack at the end of Bay #1, room 123"*):

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Holding/Housing Period (start & end date):

--

Maximum duration a single animal will be held in this location at any given time:

--

Maximum Number of animals in this location at any given time:

--

Appendix 3: Alternative Animal Holding / Housing Request

Maximum number of cages of animals in this location at any given time:

--

Procedures performed on this group of animals (e.g., surgery, tumour implant, catheter):

--

People specifically responsible for the care of animals in this location:

Name	Contact Number	Contact Email

Daily monitoring (at least once every 24 hours) will be provided by:

Animal Care Staff OR Laboratory personnel listed above

Justification is required to hold/house animals outside of an approved animal facility for greater than 24 hours. Requests will only be considered if there is compelling scientific justification for the need to house animals outside of the approved animal facility. Please state the justification for alternative housing:

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I agree that accurate records will be kept for all animals housed in alternative housing, care will be provided in accordance with my Animal Use Protocol and Canadian Council on Animal Care Guidelines, and I confirm that the Animal Care Committee and delegates have been given access to these rooms.

Signature of Principal Investigator	Date

Attach and submit with the Animal Use Protocol application.

Appendix 4: Alternative Housing Notification Template

Alternative Housing Notification Template

Forward to: 1) Building Administrator; 2) Campus Security: securitymgr@uvic.ca

Please be advised that live experimental animals (provide species) _____ will be housed
in (building/room location) _____ as part of the
normal, Animal Care Committee-approved experimental work of Principal Investigator (name)
_____.

Anticipated duration of alternative housing: _____.

The building administrator (name & extension) _____ / campus
security is aware that animals are housed in this location.

In case of emergency, please contact the following individuals:

1. (Name/phone numbers) _____
2. (Name/phone numbers) _____

If there are any questions or concerns, please contact (name/phone numbers/email):

_____.

Thank you,

(Principal Investigator Signature)

(Principal Investigator Name)