All animal based research and teaching projects involving animals at McGill University and its Affiliated Hospitals must obtain approval by the local Facility Animal Care Committee (FACC) prior to experimentation. Submission for approval of a project is achieved by using the appropriate Animal Use Protocol incorporated into the software (Darwin). The Animal Use Protocol must include sufficient information for the committee members to understand the project and be supplied of all details involving live animals pertaining to the project for thorough review. The information in the form must also satisfy Canadian Council on Animal Care (CCAC) guidelines.

Once approved, the completed Animal Use Protocol (AUP) serves as a reference to personnel in the research group and as well as to Animal Health Technicians, Veterinarians, and quality assistance advisors. It also supplies information needed by managers of animal facilities so that housing and conditions can be made available when possible. The CCAC annual Animal Use Data Form (AUDF) report is based on data extracted from the AUP.

The Animal Use Protocol Application Review Subcommittee also will create and revise other forms related to animal care in the software (Darwin), with the exception of Standard Operating Procedures (SOPs), which are the mandate of the Veterinary Care Subcommittee.

1- MEMBERSHIP

The members of the Animal Use Protocol Application Review Subcommittee are appointed by the Chair of the UACC for a three year (renewable) term. Subcommittee members will include:

a) a faculty UACC member (Chairperson)
b) at least one faculty member animal user
c) a Veterinarian
d) a research technician or lab manager responsible for writing protocols
e) an Animal Compliance Representative
f) an Animal Facility staff member
g) a person with Darwin animal facility module expertise
h) an FACC Administrator
i) a QA Advisor
j) secretary
k) other person(s) invited by the Chair

2- RESPONSIBILITIES

1. To create and revise the animal use protocol form in the software (Darwin).

2. To ensure that the Animal Use Protocol is compatible with Standard Operating Procedures (SOPs).

3. To create and revise other related forms and sections of the software as requested by the UACC

3- MEETINGS AND PROCESS

The Animal Use Protocol Application Review Subcommittee will meet on an “as needed” basis and shall report to the UACC and make recommendations regarding use of new or revised forms.

Revised by the UACC on December 8 2016