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**1. PURPOSE**

This Standard Operating Procedure (SOP) describes the procedures to report concerns regarding the care and use of animals used in research, teaching and testing at McGill University.

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**2. RESPONSIBILITY**

Principal investigator (PI) and their research staff, animal care staff, veterinary care staff, any member of the McGill University community, facility Animal Care Committee (FACC).

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**3. PROCEDURES**

- 3.1. McGill University is committed to conducting the highest-quality research and to providing animals with the best care. At McGill University, all research, teaching and testing involving animals is guided by the guidelines of the Canadian Council on Animal Care (CCAC). A rigorous review by the Facility Animal Care Committee (FACC) ensures that animals are used only when necessary and under humane conditions. The [Policy for Animal Welfare and Compliance Concerns](#) was created in order to clarify the responsibilities of all participants in the Animal Care Program and assist them in the resolution of animal welfare and compliance concerns.
- 3.2. The procedure for reporting animal welfare concerns is covered in the mandatory Theory and Practical training modules.
- 3.3. Any individual who is aware of potential violations to existing animal care and use regulations or observes misuse or mistreatment of animals, has the responsibility to report this concern, anonymously if so desired.
- 3.4. Concerns may be reported to one of the following:
  - 3.4.1. Principal investigator
  - 3.4.2. Animal facility supervisor/manager
  - 3.4.3. Veterinarian
  - 3.4.4. Chair of the relevant FACC
  - 3.4.5. Animal Compliance Office (ACO)
  - 3.4.6. [Quality Assistance Program](#)
- 3.5. The identity of individuals providing information concerning possible violations will be protected within legal limits as per the University's [Safe Disclosure Policy](#). Retaliation toward, or harassment of, employees or students who report actual or possible violations will not be tolerated. Individuals who take retaliatory action will be subject to discipline.
- 3.6. Investigations will be conducted carefully and discreetly, with all reasonable precautions, consistent with the need for a complete and comprehensive review of the report. Confidentiality will be maintained to the extent permissible under federal and provincial laws and diligent efforts will be undertaken to protect the positions, reputations, rights and legitimate interests of both the person reporting the alleged violation and the subject(s) of the investigation.