

| | |
|-------------------------------|--|
| POLICY NAME | MEMORANDUM OF UNDERSTANDING FOR THE PERMISSION FOR THE USE OF ALTERNATIVE LOCATIONS FOR PROCEDURES AND HOUSING OF ANIMALS (A.L.P.H.A) |
| Approving Body | Animal Policy and Welfare Oversight Committee (APWOC) |
| Original Approval Date | |
| Last Revision Date | April 15, 2023 |
| Next Review Date | April 15, 2026 |

| | |
|--------------------------|--|
| Related Documents | <ul style="list-style-type: none"> - Policy on the Permission for the Use of Alternative Locations for Procedures and Housing of Animals (A.L.P.H.A) - FACC Terms of Reference |
|--------------------------|--|

This General Agreement is made as of *[Effective Date]*, by and between the *[XXX]* Facility Animal Care Committee (FACC) and Dr./Prof. *[Principal Investigator's Name]* (Researcher) in the Department of *[Department Name]*.

Dr/Prof. *[Principal Investigator's Name]* (Researcher) and his/her/their research team are committed to provide and/or be responsible for the following:

1. GENERAL CONSIDERATIONS

1.1 Health and Safety of personnel:

- 1.1.1 No drinking or eating in area.
- 1.1.2 Adequate level of security to avoid inadvertent observation by unauthorized individuals.
- 1.1.3 Use of appropriate Personal Protective Equipment (PPE) when working with animals in accordance with relevant Standard Operating Procedures (SOPs).
- 1.1.4 Uncluttered area: only storage of essential items dedicated to animal procedures or housing.
- 1.1.5 Containment of allergens:
 - 1.1.5.1 Dedicated lab/room/area for procedures.
 - 1.1.5.2 Proper ventilation of area relevant to the room purpose and species, in accordance with Canadian Council on Animal Care (CCAC) Guidelines: Laboratory Animal Facilities.
 - 1.1.5.3 Sanitary maintenance of the area..
 - 1.1.5.4 Returning cages and carcasses to the animal facility promptly or in accordance with Environmental Health and Safety (EHS) requirements.

1.2 Preparedness Plan:

- 1.2.1 Contingency measures for critical equipment in case of power failure.
- 1.2.2 Lab/first aid contact lists and evacuation plan posted inside area.
- 1.2.3 Inventory surplus (feed/ bedding), if applicable.

1.3 Health, Safety and Wellbeing of Animals:

- 1.3.1 Possessing and displaying contact information for veterinary staff.

- 1.3.2 The location infrastructures must comply with the CCAC guidelines on Laboratory Animal Facilities and CCAC species-specific requirements.
- 1.3.3 ALPHA certificate and QA Whistleblowing contact information posted inside area and easily accessible.
- 1.3.4 Reduction of stress from transportation and relocation in accordance to SOP 501: Transport and Use Outside Animal Facilities.
 - 1.3.4.1 Minimize noise and odors.
 - 1.3.4.2 Minimize transit time.
 - 1.3.4.3 Maintain the environment in ambient temperature.
- 1.3.5 Minimization of noise and vibrations in room.
- 1.3.6 Protection of health status of the animals:
 - 1.3.6.1 Prevention of cross-contamination and introduction of pathogens in animal facility. Therefore, it is necessary to minimize the movement of animals, especially if they are approved to return to the animal facility.
 - 1.3.6.2 Provision in place to address escapees.
 - 1.3.6.3 Non-porous/sanitizable surfaces (wooden, concrete, and other porous surfaces must be sealed). Rusted surfaces repaired or replaced.
 - 1.3.6.4 Physical state of the room (ceiling, walls, floors, lighting, and electrical fixtures) free of damage, waterproof and easy to sanitize.
 - 1.3.6.5 Adequate temperature in accordance with species specific requirements.

2. PROCEDURE LOCATION (less than 12 hours outside animal facility).

2.1 Health, safety, and wellbeing of animals:

- 2.1.1 Procedures must be performed in adherence to the appropriate SOPs and approved Animal Use Protocol (AUP).
- 2.1.2 A dedicated area for animal procedures is recommended.
- 2.1.3 No witness (animal) during invasive procedures to reduce stress (pheromones, scent of blood).
- 2.1.4 Segregation for animal preparation, surgery, and post-operative recovery.
- 2.1.5
- 2.1.6 Ensure the transport cage or container can contain the animal securely to prevent escape.
- 2.1.7 Prevent public exposure during transport.
- 2.1.8 Minimize time spent by animal in corridors or ALPHA room.

2.2 Equipment requirements:

- 2.2.1 Material and substances must be within the expiration date.
 - 2.2.1.1 Use of expired drugs is strictly prohibited, even for terminal procedures.
 - 2.2.1.2 Expired material can only be used for terminal procedures and must be properly labelled as "Expired for Terminal use ONLY".
- 2.2.2 Equipment must be in good condition and inspected as per the manufacturer's instructions.
- 2.2.3 Equipment used for animal work must be sanitizable.
- 2.2.4 Maintenance and documentation of annual inspections and certification of surgical equipment, hoods, etc.,
- 2.2.5 Adequate scavenging of anesthetic waste gases.

3. HOUSING AREAS (more than 12 hours outside animal facility).

In addition to the stipulations outlined in sections 1 and 2, the following conditions are applicable when animals are held for more than 12 hours.

2.3 Environmental Requirements:

- 2.3.1 The infrastructure, HVAC (heating, ventilation, and air conditioning), lighting, and environmental parameters, housing & procedure space must comply with the CCAC Guidelines: Laboratory Animal Facilities and CCAC species-specific requirements.
- 2.3.2 Storage and use of hazardous biological, chemical, or physical agents is prohibited in animal housing area.
- 2.3.3 Housing areas must have provisions for vermin control (door sweeps, traps). Note that the method selected must be humane. Live traps must be checked and recorded daily.
- 2.3.4 Monitoring, care, and husbandry activities must be documented in activity logs.
- 2.3.5 Segregation of dirty and clean material.
- 2.3.6 Food and perishable items must be stored in closed containers, properly labelled (type, manufacturer, milling or expiry date) and kept elevated from the floor.
- 2.3.7 Enclosures/ aquaria must be properly identified (AUP, PI name, contact information, species/ strain, age, sex).

2.4 Health, safety and wellbeing of animals:

- 2.4.1 Maintain regular and effective communication between laboratory personnel and Veterinary Care staff.
- 2.4.2 Any animal health or care problems/ concerns must be promptly reported to the Veterinary Care team.
- 2.4.3 Weekly oversight by the Veterinary Care Team.
- 2.4.4 Environmental enrichment provided in enclosure/aquaria.
- 2.4.5 Monitoring and Activity Logs must be updated and kept in the animal housing area, and be available to the QAA*s, FACC (Facility Animal Care Committee) members or Veterinary Care staff:
 - 2.4.5.1 Husbandry schedules (daily, weekly, monthly)
 - 2.4.5.2 Environmental parameters
 - 2.4.5.3 Reception/transfers
 - 2.4.5.4 Veterinary care logs
 - 2.4.5.5 Animal health anomalies, morbidity, mortality, etc.
 - 2.4.5.6 List of humane intervention point

N.B. **Quality Assistance Advisor is used as a generic reference to define the person mandated for post-approval monitoring in the McGill University and Affiliated Hospitals Research Institutes and does not reflect the actual position title.*

Principal Investigator

Date

| Building and Room # | Specie(s) | Room Purpose (check each that applies) | | | | | | PI Initials | Date (dd-mm-yyyy) |
|------------------------|-----------|---|--------------------------|---------------------------|--------------------------|--------------------------|--------------------------|----------------|----------------------|
| | | Non-Surgical Procedure | Surgery (recovery) | Surgery (non-recovery) | Behavior | Euthanasia | Housing | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |