

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, 2024
Next Review Date	April 15, 2027

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
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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 Ensure the transport cage or container can contain the animal securely to prevent escape.
- 2.1.6 Prevent public exposure during transport.
- 2.1.7 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"/>		
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