



McGill University

Memorandum of Understanding for the use animals in A.L.P.H.A Locations

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

Whereas **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

a. Health and Safety of personnel:

- No drinking or eating in area.
- Adequate level of security to avoid inadvertent observation by unauthorized individuals.
- Use of appropriate PPE when working with animals in accordance to relevant SOPs.
- Uncluttered area: only storage of essential items dedicated to animal procedures or housing.
- Containment of allergens:
 - dedicated lab/room/area for procedures.
 - proper ventilation of area relevant to the room purpose and species, in accordance to CCAC Guidelines: [Laboratory Animal Facilities](#).
 - sanitary maintenance of the area after procedures.
 - returning cages, carcasses and waste to animal facility promptly or in accordance with EHS requirements.

b. Crisis Management Plan:

- contingency measures for critical equipment in case of power failure.
- lab/first aid contact lists and evacuation plan posted inside area.
- inventory surplus (feed/ bedding), if applicable.

c. Health, Safety and Wellbeing of Animals:

- Contact information for veterinary staff
- The location infrastructures must comply with the CCAC guidelines on Laboratory Animal Facilities and CCAC species-specific requirements.
- ALPHA certificate and QA Whistleblowing contact information posted inside area and easily accessible.
- Reduction of stress from transportation and relocation.
 - Minimize noise and unknown odors.
 - Minimize transit time.
 - Maintain the environment in ambient temperature.
- Minimization of noise and vibrations in room.
- Protection of health status of the animals:
 - prevention of cross-contamination and introduction of pathogens in animal facility. The animal facility must be kept pathogen-free, and to
 - this end, limiting movement of animals is needed, particularly when returning to the animal facility.
 - provision in place to address escapees.
 - non-porous/sanitizable surfaces (wooden, concrete, and other porous surfaces must be sealed).
 - physical state of the room (ceiling, walls, floors, lighting, and electrical fixtures) free of damage, waterproof and easy to sanitize.
- rusted surfaces repaired or replaced.

2. Procedure Location (less than 12 hours outside animal facility)

a. Health, safety and wellbeing of animals:

- Procedures must be performed in adherence to the appropriate SOPs (Standard Operating Procedures) and approved AUP (Animal Use Protocol).
- A dedicated area for animal procedures is recommended.
- No witness (animal) during invasive procedures to reduce stress (pheromones, scent of blood).
- Segregation for animal preparation, surgery, and post-operative recovery.
- Cover and secure apparatus during transport, without obstructing the ventilation of the apparatus.
- Minimize time spent by animal in corridors or ALPHA room.

b. Equipment requirements:

- Material and substances must be within the expiration date. Expired material can only be used for terminal procedures and must be properly labelled as "Expired for Terminal use ONLY".
- Equipment must be in good condition and inspected as per the manufacturer's instructions.
- Equipment used for animal work must be sanitizable.
- Maintenance and documentation of annual inspections and certification of surgical equipment, hoods, etc.,
- Adequate scavenging of waste gases.

3. Housing Areas (more than 12 hours outside animal facility).

This segment pertains to Housing Locations sites in conjunction with the criterion specified in Section 2: Procedure Location.

a. Environmental Requirements:

- The infrastructure, HVAC, lighting, and environmental parameters, housing & procedure space must comply with the CCAC Guidelines: [Laboratory Animal Facilities](#) and CCAC species-specific requirements.
- Storage and use of hazardous biological, chemical or physical agents is prohibited in animal housing area.
- 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.
- Monitoring, care, and husbandry activities must be documented in activity logs.
- Segregation of dirty and clean material.
- Food and perishable items must be stored in closed containers, properly labelled (type, manufacturer, milling or expiry date) and kept elevated from the floor.
- Enclosures/ aquaria must be properly identified (AUP, PI name, contact information, species/ strain, age, sex).

b. Health, safety and wellbeing of animals:

- Maintain regular and effective communication between laboratory personnel and Veterinary Care staff.
- Any animal health or care problems/ concerns must be promptly reported to the Veterinary Care team.
- Weekly oversight by the Veterinary Care Team.
- Environmental enrichment provided in enclosure/aquaria.
- Monitoring and Activity Logs must be updated and kept in the animal housing area, and be available to the QAAs, FACC members or Veterinary Care staff:
 - husbandry schedules (daily, weekly, monthly)
 - environmental parameters
 - reception/transfers
 - veterinary care logs

- animal health anomalies, morbidity, mortality, etc.
- list of humane intervention point

FACC Chairperson

Date

Principal Investigator

Date

Approved by APWOC Nov 27, 2023