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## Procedure for the Ethical Use of Animals in Research and Teaching

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Approval Body:	Board of Governors
Executive Sponsor:	Provost & VP Academic
Department Responsible:	Animal Care Committee / Provost & VP Academic
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### Overview

The BCIT Animal Care and Use Program, including its Animal Care Committee (ACC), must meet the standards required to maintain a Canadian Council on Animal Care (CCAC) Good Animal Practice (GAP) Certificate. This ensures the ethical and humane treatment and handling of all animals used in teaching and research under the auspices of BCIT. The ACC reports to the BCIT senior administrator responsible for the program (Provost and VP Academic) and operates in accordance with Terms of Reference as mandated by the CCAC. All research and teaching activities at BCIT involving animals must comply with CCAC guidelines and policies, ACC policies, and the animal use protocol approved by the ACC for the associated activity.

### Objectives

This procedure forms part of Policy 6505, Animal Care: Ethical Use of Animals in Research and Teaching. It describes the process that BCIT researchers, instructors, and all other associated BCIT employees must follow when submitting applications to the ACC to use animals in research or teaching. This procedure provides details regarding the roles of the ACC and animal users.

### Who This Procedure Applies To

All persons using animals in research or teaching while under the control or supervision of BCIT or using its facilities are subject to this procedure, including:

- BCIT administrators, faculty, staff, and students engaging or assisting in any research activities involving animals carried out under the auspices of BCIT;
- BCIT senior managers and administrators engaging in research or responsible for employees or students engaged in research activities involving animals; and,
- members of the BCIT ACC and any BCIT researchers involved in research activities funded by major granting agencies.

### Related Documents and Legislation

#### Legislation

*Criminal Code of Canada*, R.S.C. 1985, c C-46, (Sections 444-447)

*Prevention of Cruelty to Animals Act*, R.S.B.C. 1996, c. 372

*Health of Animals Act*, S.C. 1990, c. 21

**Agreements**

Agreement on the Administration of Agency Grants and Awards by Research Institutions  
(Government of Canada)

**BCIT Policies**

1500, Code of Conduct

5102, Student Code of Conduct (Non-Academic)

5104, Student Code of Academic Integrity

5701, Academic Freedom

6600, Integrity in Research

6700, Freedom of Information and Protection of Privacy

7512, Occupational Health and Safety

**Definitions**

The following definitions apply to these procedures.

**"Animal"** is defined as a vertebrate or cephalopod organism that is covered under the mandate of the CCAC. This includes eggs, embryos, fetuses, and larvae in research, teaching, or testing.

**"Animal user"**: means all employees, visitors, contractors, volunteers, students, or other individuals who will be handling or caring for animals for teaching or research at BCIT.

**"BCIT Persons"**: includes all full- and part-time faculty, staff, and students (including clinical faculty, visiting instructors, and any persons enrolled in any degree, non-degree, diploma, certificate, or residency program) or any person who teaches, conducts research under the control or supervision of BCIT or uses its facilities.

**"Principal Investigator"**: means the BCIT researcher who has primary responsibility for the design, execution, and supervision of a research project. The Principal Investigator is normally the person identified as such to a funding agency.

**"Institutional Veterinarian"**: is a veterinarian who provides veterinary leadership support for the BCIT Animal Care and Use Program in alignment with the Canadian Association for Laboratory Animal Medicine Standards of veterinary care, as well as external and internal regulations, laws, policies and guidelines.

**Animal Care Committee (ACC)**

The BCIT Animal Care Committee (BCIT-ACC, or "committee") Terms of Reference and related policies outline responsibilities, size, composition, and operation in accordance with the most recent version of the CCAC Terms of Reference for Animal Care Committees. Members shall be appointed by the President, through the Provost and Vice President Academic, according to the criteria in the BCIT-ACC Terms of Reference.

The committee has the authority, on behalf of the President, through the Provost and Vice President Academic to:

- implement and enforce policies to ensure compliance with any requirements necessary to maintain the BCIT GAP Certificate;
- stop immediately any procedure in relation to the use of animals if it believes unnecessary pain is being experienced by an animal, and to stop any use of animals that deviates from the approved Animal Use Protocol (AUP) to prevent pain and or otherwise avoid compromising the animal's health and welfare;
- have an animal removed from a study or euthanized (in accordance with applicable BCIT-ACC policies) if pain or distress caused to the animal exceeds, violates, or is not included in the AUP;
- approve, suspend, and revoke AUPs in accordance with the committee's Terms of Reference and policies. The ACC also has the authority to recommend revisions, amendments, and modifications to AUPs prior to approval;
- investigate reports of non-compliance with Policy 6505, Animal Care: Ethical Use of Animals in Research and Teaching or complaints of improper treatment of animals within the scope of the Policy; and,
- provide the Provost and VP Academic with recommendations of consequences for individuals who have failed to comply with Policy 6505.

### **Animal Users**

Use of animals for research and teaching is a privilege granted to certain BCIT Persons who must have the necessary expertise and appropriate training in accordance with BCIT-ACC and CCAC policies and guidelines. All BCIT Persons involved in the use of animals are responsible for ensuring these activities meet high scientific standards and have merit, including, in the case of teaching, pedagogical merit. All BCIT animal users must ensure any proposed or resulting use of animals complies with BCIT-ACC policies and any other requirements necessary to maintain the BCIT GAP Certificate.

Principal Investigators, personnel, and students listed on an approved AUP have the authority to:

- conduct approved procedures for which they have been deemed competent, as outlined in the AUP; and,
- restrict access to animals held under an AUP to personnel listed on the AUP, the Chair of the BCIT-ACC, and members of the committee conducting site inspections.

### **Non-Compliance**

BCIT Persons are expected to report any information related to possible non-compliance with this procedure and associated policy in accordance with applicable BCIT-ACC policies and must cooperate fully in any process under this procedure. Any concern related to animal use can be reported, in good faith, to any of the following: BCIT-ACC Chair, Animal Care Officer, Institutional Veterinarian, or any member of the BCIT-ACC.

Potential violations of Policy 6505, Animal Care: Ethical Use of Animals in Research and Teaching and its associated procedures will be investigated, documented, and reported by the BCIT-ACC as outlined in its Terms of Reference and policies. If serious non-compliance is suspected, the Provost and Vice President Academic will be informed immediately.

The BCIT-ACC has the right to obtain all animal and training records relevant to investigations of compliance matters upon demand and without delay.

If an allegation relates to matters addressed by another BCIT policy or procedure, the investigation will be conducted in accordance with the policy or policies deemed most suitable by BCIT.

### **Appeals**

Applicants or animal users who wish to appeal a decision made by the BCIT-ACC respecting administration of the Policy or AUP approval should send a notice of appeal to the Provost and VP Academic. The notice of appeal should specify the decision being appealed and the reasons for the appeal. The Provost and VP Academic will request that the President form an Appeal Committee separate from the BCIT-ACC and refer the AUP or other compliance matter in question to that committee.

The Appeal Committee comprises at least two individuals with appropriate expertise who may be from external institutions and in any case have no association with the appellant that could affect fairness and impartiality. Copies of AUPs, any revisions, and all other documentation, correspondence, and materials relevant to the appeal shall be made available to the Appeal Committee.

When making its decision, the Appeal Committee will make decisions in accordance with current CCAC guidelines. If procedures are at variance with CCAC guidelines or policies, then justification of approval upon appeal is required on scientific grounds.

### **Additional Duties and Responsibilities**

The BCIT-ACC may delegate portions of its authority to the Institutional Veterinarian, including the coordination of basic training of BCIT Persons intending to use animals in teaching or research. The Institutional Veterinarian is delegated emergency authority to treat, remove from a study, or otherwise intervene in activities involving use of animals and to proceed with any necessary emergency measures.

### **Forms Associated with This Procedure**

AUP forms required for submissions to the ACC are found on the Animal Care and Use program website along with detailed policies and procedures associated with BCIT-ACC review and AUP submission processes.

### **Amendment History**

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 6505-PR1 (v1)	2025 Feb 25	In Force

### **Scheduled Review Date**

25 February 2030; or earlier for reasons of regulatory or operational changes affecting the policy or procedure.