



CLSI Ethics Guidelines: when animals are involved

22.1.1.4 Rev. 1

Date: 2007-June-12

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Revision History

<i>Revision</i>	<i>Date</i>	<i>Description</i>	<i>Author</i>
A	2004-June-15	Original Draft	Lavina Carter
B	2004-July-12	Incorporation of reviewers comments	Lavina Carter
0	2004-July-27	Issued for use	Lavina Carter
0A	2007-June-06	Revised to clarify processes, include animal tissue requirements, incorporation of Form 22.11.1.6. and renumbered document from 8.1.1.9 to 22.1.1.4	Lavina Carter
1	2007-June-12	Issued for use	Lavina Carter

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1.0 POLICY

All research performed at the Canadian Light Source facility (CLSI) involving animals requires review and protocol approval by the user's home institution and/or appropriate animal care committee and the University of Saskatchewan (UofS) University Committee on Animal Care and Supply (UCACS).

2.0 BACKGROUND

Animal care and use for experimental purposes in Canadian institutions is subject to the policies and guidelines of the Canadian Council on Animal Care (CCAC). CLS is a wholly owned subsidiary of the UofS. The UofS holds the CCAC Certificate of Good Animal Practice, indicating that it is in compliance with the national standards set by the CCAC.

3.0 PURPOSE

To provide guidelines and establish procedures in respect to ethic requirements for all research experiments involving animals or animal tissue using the services of CLSI to conduct research.

4.0 DEFINITIONS

ACCs: institutional animal care committees

Animals: Ethical review and approval is required for all use of non-human, vertebrates and cephalopods.

Animal Tissue: Ethical review and approval is required for all use of tissues and biological fluids collected specifically for a protocol. Exemptions include all dead animals that were not killed specifically for a protocol, eggs, embryos, larvae, animals which have already been killed as the result of standard commercial practices, including fish.

ARC: University of Saskatchewan Animal Resource Centre

CCAC: Canadian Council on Animal Care

HSE: CLSI Health, Safety and Environment

Spokesperson: The primary point of contact. The Spokesperson (principal investigator, in the animal use protocols) is responsible for all communication with CLSI staff and all research team members associated with the proposal. The spokesperson is responsible for ensuring that all animal use and manipulations are conducted according to the procedures approved in the protocol, and that all guidelines for humane treatment and use are met. The spokesperson is responsible for the conduct of all users associated with the experiment.

UCACS: UofS University Committee on Animal Care and Supply

UofS: University of Saskatchewan

User: An individual who requires access to the CLS to perform their research and has registered and completed the required HSE and/or other required training to participate in an experiment at the CLS facility.

5.0 GUIDING PRINCIPLE

"The use of animals for research, teaching and testing is a privilege, one that comes with important responsibilities: to ensure that good science is done; to meet our ethical responsibilities for ensuring that every animal is treated humanely and not subjected to unnecessary pain or distress, and; to work within the accepted standards for experimental animal care and use.

When animals are used in science or other activities, the primary concern of University is that discomfort to the animals be kept to a minimum, and that their care and use be in accordance with the Guidelines of the CCAC.

Canadian standards for experimental animal care and use are defined in the guidelines of the Canadian Council on Animal Care (CCAC). The CCAC sets the standards through its guidelines and policies, and monitors compliance through its assessment program. The CCAC program is based on scientific peer review, policy making, and responsibility at the institutional level. For more information about the CCAC and its guidelines and policies, consult their website at www.ccac.ca.

The University of Saskatchewan holds the CCAC Certificate of Good Animal Practice, indicating that it is in compliance with the national standards set by the CCAC. The awarding of the Certificate of Good Animal Practice is based on results of the CCAC assessments."¹

CLSI requires all users conducting an experiment(s) involving animals will have a valid certificate of protocol approval from their home institute and the approval from the UCACS prior to the scheduling of beam time.

No experiment shall be performed at the CLS facility until the necessary approvals and assurances are in place.

6.0 SCOPE

This guideline applies to all research involving animals requesting to use the services of CLSI to conduct research.

7.0 PROTOCOL REQUIREMENTS

All protocol applications must reference the planned use of the CLS facility. If a protocol already exists without the mention of the use of the CLS, an amended must be submitted.

7.1 RESEARCHERS AFFILIATED WITH AN ACC

In accordance with CCAC [guidelines](#), "an institutional ACC is responsible for overseeing the work carried out by all members of the institution who use animals for research, teaching or testing. Therefore, a member of an institution who wishes to carry out animal-based work within a host institution's facilities must first submit a written animal use protocol describing the project to the ACC of his or her home institution. This ACC must review the project to ensure that it meets the

¹ http://www.usask.ca/research/ethics_review/animpolicy.php

committee's normal standards and does not contravene any institutional policies on animal care and use. The home institution's ACC can then approve the protocol in principle, conditional to the approval of the protocol by the host institution's ACC.

The host institution's ACC, having received the approval in principle of the protocol from the home institution's ACC, can then review the protocol focusing primarily on whether the animals can be housed, cared for and used appropriately according to CCAC guidelines and policies, given the host institution's facilities and resources. The host institution's ACC must approve the protocol before the protocol can begin, and normally before animals are acquired. It must also take responsibility, with the collaboration of the animal care and veterinary staff of the host institution, for oversight of the protocol and of the welfare of the animals to be used. The host institution's ACC must inform the home institution's ACC of its decision and of any relevant conditions or details accompanying the decision."²

Canadian institutions which hold the CCAC Certificate of Good Animal Practice are available at http://www.ccac.ca/en/CCAC_Programs/Assessment/gap.htm

Therefore, all researchers requesting to use the CLS facility must provide a valid copy of their certificate of protocol approval and a copy of the supporting protocol application from their home institution.

- Employees of the CLS and University of Saskatchewan must submit their UCACS certificate of protocol approval and supporting application.
- Other researchers must submit their certificate of protocol approval and supporting application from their "home" institution which will be forwarded to the UCACS for UofS review.

7.2 RESEARCHERS NOT AFFILIATED WITH AN ACC

In the event the user's home institution/organization does not have an appropriate animal care review committee, they may contact the UCACS to request a protocol review. Protocols submitted by external research organizations will be considered on a fee for service basis by the UCACS based on availability of appropriate resources and prior approval by the UCACS.

7.3 COLLABORATIONS WITH TWO OR MORE INSTITUTIONS

In cases where researchers from two or more institutions choose to undertake a collaborative project in which the animal-based work is to be divided between the animal facilities of the various institutions, then *each institution* involved must provide valid copies of their certificate of protocol approval and a copy of the supporting protocol application. These documents will be forwarded to the UCACS for review.

7.4 RESEARCH INVOLVING TISSUES

In cases where animal tissues are involved, the main concern is biosafety. CLS' Biosafety Plan #11.12.55.3 provides guidelines in working with infectious microorganisms, biological

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http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/GDLINES/ProjectsInvolvingTwoorMoreInstitutions.htm

materials, Genetically Modified Organisms (GMO), animals and plants.

It is also recommended that when tissues are involved, there is evidence to support that the tissues were obtained ethically. A copy of the certificate of protocol approval is required from the researcher's institution at the time the tissues were obtained. Therefore if a researcher has relocated to another institution, the institutional certificate at the time the tissues were obtained is applicable.

The timeframe of when tissues were originally obtained could vary greatly. Therefore in the case of tissues which have been preserved for more than one year, the expired protocol certificate is applicable. In the case of tissues being obtained in excess of three years after a protocol was completed, a certificate would not be required; however, a statement in this regard is required in support of the proposal.

7.5 PROTOCOL REVIEW

The UCACS will perform all required ethical reviews for research involving animals at the CLS.

In accordance with CCAC [guidelines and policies](#), the institutional animal care committees (ACCs) must ensure that scientific merit has been demonstrated through an independent peer review before the corresponding protocols are given final approval by the committee.

There may be times when a CLS proposal is submitted for a fee-for-service which has not undergone a review for scientific merit. In these cases, the Business Development group will work with the client and the User Services office to ensure that all necessary approvals are in place.

8.0 RESPONSIBILITIES

8.1 USER

Users involved with research experiments involving animals will coordinate the appropriate reviews as required in collaboration with their home institution and CLSI.

The Spokesperson will:

1. identify at the time of proposal submission is animals involved, see Appendix A.
2. if no certificate exists, apply to the home institution and/or appropriate animal care committee to receive protocol approval, upon approval forward required documents to CLS. Some **reviews may take several months to complete**, therefore, **sufficient time for these reviews must be allowed**.
3. provide any additional information as required to the UCACS to complete their review.
4. ensure all users associated with the experiment(s) are experienced in experimental animal use and in the procedures to be performed on the animals subject to the degree to which they are directly involved with the care and handling of the animals.
5. ensure all protocols are kept current and if amendments are required that the amendments have been approved prior being implemented.

8.2 CLSI

CLSI will facilitate the appropriate ethical reviews for proposal submissions involving animals.

CLSI will:

1. Request users to identify at the time of proposal application whether their research involves animals (see Appendix A).
2. Upon receipt of proposals which involve animals, CLSI User Services Office will complete CLS Form #22.11.1.6 attach a copy of the CLS Proposal and supporting documents of Certificate of protocol approval and protocol application and forward a copy to the UCACS for review.
3. Upon receipt of the completed review from UCACS, CLSI User Services Office will forward to the HSE Manager or designate for final review.
4. Upon receipt of the final review, Users Office will inform the spokesperson and beamline scientist of the results of the review.
5. If approved:
 - scheduling of the experiment may proceed
 - the Experimental Permit will reference the Animal Care Protocol Number and the expiration of the permit will take into consideration the expiry date of the protocol and display whichever expiry data occurs first (expiry date of the protocol or the validation period of a proposal (single = 1 year, program = 2 years)).

8.3 UCACS AND UOFS ARC

The UofS Animal Resources Centre (ARC) will collaborate with CLSI to provide guidance and assistance with the process and procedures regarding reviews, HSE concerns and other issues as they arise when CLSI receives proposals with research involving animals.

The UCACS:

1. reviews CLS applications to ensure compliance with the Guidelines of CCAC
 - The UCACS meets monthly on the last Tuesday of the month. Deadline for receipt of new protocols in the UCACS Office for review that month is the tenth day of the month.
2. inform CLSI User Services Office of the results of the review,
3. contact the spokesperson to address any concerns the committee may have in regard to the protocol application and certificates,
4. arrange appropriate reviews for users who do not have access to an appropriate ACC.

The ARC is a service unit on the UofS campus which is available to CLSI users to provide:

- purchase and supply of laboratory animals
- provision of technical and related services
- veterinary care and health monitoring
http://www.usask.ca/research/ethics_review/UCACSVet.php
- consultation on laboratory animal care and use

Please contact ARC <http://www.usask.ca/research/animcare.shtml> for any of the above services.

9.0 CONTACTS

Questions relating to the administration of the review process can be directed to CLSI User Services Office, <mailto:clsuo@lightsource.ca> or 306-657-3700.

10.0 FORMS

- CLSI Form #22.11.1.6 UCACS Protocol Approval Form

11.0 REFERENCES

- Canadian Council on Animal Care (CCAC) - www.ccac.ca
- University of Saskatchewan Animal Care and Use Program - http://www.usask.ca/research/ethics_review/animalcare.php
- CLS' Biosafety Plan #11.12.55.3

12.0 APPENDIX A

Subset of Questions from Proposal Application Form

- Does this research involve animals? Yes No
- If yes then, animals tissues
- When hovering over text, help text will read:
 - **Animals** "all use of non-human, vertebrates and cephalopods"
 - **Animal Tissue** "Use of tissues and biological fluids collected specifically for a protocol. Exemptions include: all dead animals that were not killed specifically for a protocol, eggs, embryos, larvae, animals which have already been killed as the result of standard commercial practices, including fish."
- If yes to animals and/or tissues, then "All research performed at the Canadian Light Source facility (CLSI) involving animals requires review and protocol approval by the user's home institution and/or appropriate animal care committee and the University of Saskatchewan Committee on Animal Care and Supply." See http://www.lightsource.ca/uso/involving_animal.php for Guidelines.
 - Certificate of Protocol Approval Number _____ Expiry Date: _____
 - Biosafety Registration # _____ or Permit # _____
Expiry Date: _____
- If yes to above, then upon submit of proposal and displayed on the report. **"You have indicated that animals are involved:** All research performed at the Canadian Light Source facility (CLSI) involving animals requires review and protocol approval by the user's home institution and/or appropriate animal care committee and the University of Saskatchewan (UofS) University Committee on Animal Care and Supply. **Please fax CLSI copies of the following: a) Certificate of protocol approval and b) copy of the supporting protocol application, c) Biosafety Permit."**