

University Animal Care Committee Standard Operating Procedure		
Document No: UACC 1.5	Subject: Document Management	
Date Issued: September 27, 2023	Revision: Original	Page No: 1

Location: Queen's University

Purpose: The purpose of this Standard Operating Procedure (SOP) is to describe the procedures for UACC related document management.

- 1. Introduction and Definitions:** Retention rates for documents relating to the animal care and use program, in particular the UACC.

Abbreviations: University Animal Care Committee **UACC**, Standard Operating Procedure **SOP**, Animal Use Protocol **AUP**, Quality Assurance Program **QAP**, Good Animal Practice **GAP**, Canadian Council on Animal Care **CCAC**, Ontario Ministry of Agriculture and Rural Affairs **OMAFRA**

2. Procedures:

The UACC office must retain all relevant records (e.g., documents reviewed and approved or disapproved, UACC meeting minutes, correspondence with researchers, written SOPs, membership rosters) to provide a complete history of all actions related to the UACC review and approval of submitted proposals. Such records will be retained for at least the length of time outlined in the retention schedule. Any confidential materials in paper format in excess of the required documentation will be destroyed in a secure fashion (shred).

Relevant records will be made accessible to authorized oversight authorities within a reasonable time upon request.

Retention Schedule ([OP8900](#))

UACC Files

Records consisting of meeting minutes and annual summary reports will be retained for 5 years from end of academic year.

Animal Use Protocol Files

Records consisting of AUP applications, renewals and appeal files in current or legacy electronic systems will be retained for 7 years from protocol expiry/abandonment.

Animal Facility and Laboratory Assessments (Internal)

Records consisting of assessment reports, summary memorandums, responses and updates will be retained for 5 years from assessment completion.

Quality Assurance Program (QAP) Review

University Animal Care Committee Standard Operating Procedure		
Document No: UACC 1.5	Subject: Document Management	
Date Issued: September 27, 2023	Revision: Original	Page No: 2

Records documenting QAP Coordinators' visits to Principal Investigators' laboratories to keep laboratory activities compliant with approved protocols. Records consisting of notice of announced visits, Observation Report Forms, and QAP review reports will be retained for 1 year from relevant protocol expiry.

CCAC Certification

Records consisting of files related to Canadian Council on Animal Care's Certificate of GAP – Good Animal Practice program, including, but not limited to program review forms, CCAC assessment reports, implementation reports and communication files will be retained for 6 years from assessment completion.

OMAFRA Inspection

Records documenting the annual registration renewal process required by Ontario's Animals for Research Act. Records consisting of application forms and OMAFRA research facility licences will be retained for 1 year from end of calendar year.

OMAFRA Animal Research Facility Registration Renewal

Records documenting the annual registration renewal process required by Ontario's Animals for Research Act. Records consisting of application form and OMAFRA research facility licence will be retained for 1 year from end of calendar year.

Animal Use Data

Records consisting of data collected on animal use at Queen's University, including specific information regarding the number of animals, the types of projects they were involved in, and the invasiveness of the procedures undertaken. Used for reporting to Canadian Council on Animal Care (CCAC) and Ontario Ministry of Agriculture and Rural Affairs (OMAFRA) will be retained for 10 years from end of calendar year.

Notes:

Some records in electronic management platforms may remain in the historical records for longer than the minimum retention.

References:

SOP Revision History:

Date	New Version
Sept 2023	SOP Created & Approved



University Animal Care Committee Standard Operating Procedure		
Document No: UACC 1.5	Subject: Document Management	
Date Issued: September 27, 2023	Revision: Original	Page No: 3
