

University Animal Care Committee Standard Operating Procedure		
Document No: UACC 2.1	Subject: Protocol Closures	
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Location: Queen's University

Purpose: The purpose of this Standard Operating Procedure (SOP) is to describe the procedures to be followed when a protocol is complete or abandoned.

- 1. Introduction and Definitions:** When an animal use protocol (AUP) has been abandoned or has come to a natural completion, a protocol closure report in the electronic protocol management system (Topaz Elements) is required.

Abbreviations: University Animal Care Committee **UACC**, Principal Investigator **PI**, Animal Use Protocol **AUP**, **CCAC**

2. Procedures:

A protocol closure report collecting information on why the study is no longer being pursued is required upon completion of a protocol (or when a PI chooses not to renew or to abandon a protocol).

An update on outcomes as they relate to complications, adequacy of humane/study endpoints, and a description of the use and distribution of animals as compared to that which was approved will be sought and PI's will be encouraged to explain if/ how the research objectives were reached and to indicate any publications or additional research opportunities that arose out of the research.

Monthly renewal reminders (prompting closure) are sent at least 3 times prior to the renewal date. Refusal to submit a closure report is considered a breach of compliance as the CCAC requires that outcomes from the previous approval period be reported. The UACC can be contacted if additional support or assistance is required.

Notes:

References:

SOP Revision History:

Date	New Version
Sept 2023	SOP Created & Approved