

## UNIVERSITY ANIMAL CARE COMMITTEE

### Policy on Principal Investigator Responsibility

The Animal Use Protocol (AUP) describes and justifies the use of animals in science (research, teaching or testing). All individuals involved in the use of animals at Queen's University must maintain compliance with their approved AUP, the standards of the Canadian Council on Animal Care (CCAC) and the Ontario Animals for Research Act. The Principal Investigator (PI) named on the AUP is ultimately responsible and accountable for the experimental use of the animals listed on their protocols.

To ensure that the PI is aware of, understands and is in support of all aspects of the AUP, the University Animal Care Committee (UACC) requires that all AUP submissions be submitted electronically by the PI (e-signature required). A listed Co-PI can submit on behalf of the PI provided they are a faculty member. Other members of the laboratory (i.e.: graduate students, post-doctoral fellows, technicians etc.) can assist in the development and revision of protocols (through their role as core team members on the AUP and in the electronic protocol management system) however, the PI is required to perform all final submissions in order for approval to be granted unless an alternative temporary arrangement has been approved by the UACC office.

As per the [CCAC Policy Statement for: senior administrators responsible for animal care and use programs \(2008\)](#) (Appendix V-Responsibility of Animal Users):

Authors of animal use protocols have responsibility for all aspects of the protocol, including:

- a) ensuring that the ACC receives all the information required to conduct an informed review of the proposed animal use, and that it is approved before any animal use begins;
- b) considering the Three Rs (replacement, reduction and refinement of animal use) and documenting that the proposed animal use is necessary, that the requested animal numbers are justified and that all appropriate refinements will be made;
- c) ensuring that any amendments to the protocol are submitted to and approved by the ACC in a timely manner;
- d) reporting back to the ACC on the work on at least an annual basis;
- e) ensuring that all those in their team who will handle animals are appropriately trained and competent to undertake the procedures, and that they understand what is in the approved protocol;
- f) ensuring that the work is undertaken in practice as approved in principle by the ACC and meets institutional and CCAC standards.

Revision History:

Date	New Version
06/25/2015	Policy Created and Approved
04/26/2018	Triennial Review
03/25/2021	Triennial Review; Minor wording adjustments to be more consistent with CCAC terminology
07/24/2024	Triennial Review; New Format; Clarified that PI must submit AUP for approval unless alternative temporary arrangement approved by UACC office