

UNIVERSITY ANIMAL CARE COMMITTEE

Policy on the Queen's University Biological Station (QUBS)

The Queen's University Animal Care Committee (UACC) is required to review all research and teaching activities at the Queen's University Biological Station (QUBS) involving vertebrate animals, including those from outside institutions. The UACC must ensure that all research is in compliance with the "Animals for Research Act" (Province of Ontario, 1968/69, Rev 1990), the guidelines and policies of the Canadian Council on Animal Care (CCAC), and the policies and SOPs of the UACC.

Approvals are required for collecting, capturing, tagging, marking, handling, bio sampling and housing (as well as some observation) of vertebrates, whether for research, teaching or demonstration purposes. Approval for invertebrate research is not required for work conducted at QUBS.

Researchers external to Queen's University must first receive home Animal Care Committee (ACC) protocol approval followed by Queen's UACC Subcommittee approval prior to commencement. An indication of whether all wildlife permits are being or have been secured must be included within the protocol. PI's may be required to clarify which portion(s) of the protocol occur at QUBS if this is not clear. When QUBS is referenced as a potential field site, it is recommended that the Queen's UACC review the home approved protocol at its onset even if QUBS work is anticipated to take place in a future year of a multi-year protocol. This will support transparency and open communication between both institutions and facilitate interinstitutional alignment. The UACC also requires standard renewal information on outcomes including complications encountered relative to animal use in the last year; adequacy of humane/study endpoints; and a description of the use and distribution of animals compared to that which was approved.

Individuals conducting work at Queen's must familiarize themselves with and respect all relevant UACC policies that the Queen's community is required to adhere to. In particular, the [UACC Policy on Visitor's Within Animal Facilities](#), the [UACC Policy on Taking and Sharing Images of Animals in Science](#) and the [UACC Policy on Wildlife Permits](#).

It is important that the UACC and QUBS inform researchers that no animal (vertebrate) research, can be performed unless all required documentation is received by all necessary parties. Documentation of approvals will be held electronically for access by the UACC and on site at QUBS.

QUBS will be visited at least annually by the UACC who will assess the facilities to better understand the work being conducted and ensure it is in compliance, to meet with research associates, and to forward any recommendations or commendations. Any animals held on site

(approved housing in captivity or for lab based procedures etc.) must clearly reference their associated approved animal use protocol to support compliance assessments.

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Reference:

[*CCAC policy on: animal-based projects involving two or more institutions \(CCAC, 2003\)*](#)
[*CCAC FAQ on animal-based projects involving two or more institutions \(CCAC 2020\)*](#)

Revision History:

Date	New Version
09/13/2006	Policy Created and Approved
05/15/2009	Triennial Review
06/13/2012	Triennial Review; Revised to remove limitation to short term housing of animals at QUBS and only as adjunct to field studies; Evidence of permits to be included in protocol
05/21/15	Triennial Review; Revised contact information; Renewal outcomes including complications needed when submitting home approved protocols; Reference to Policy on Wildlife Permits
07/01/16	Triennial Review
06/20/2019	Triennial Review
06/27/2022	Triennial Review; New Format
09/25/2024	Revised to clarify that Queen's UACC must review all home approved protocols regardless of when work may occur at QUBS; linked additional UACC policies; clarified that animals held on site must reference approved AUP