

Instructions for Animal Activity Event Form:

1. Permission from Enterprise Risk Management must be granted prior to filling out this form.
2. If this event includes animal use that involves research, teaching or training, please fill out an Animal Use Protocol form instead. Review CCAC's REQUIREMENT FOR SUBMITTING AN ANIMAL PROTOCOL - Addendum to the CCAC policy statement on: terms of reference for animal care committees" (link below) for further clarification or contact ACC Coordinator (tcholach@nwpolytech.ca)
https://www.ccac.ca/Documents/Standards/Policies/Requirement_for_submitting_an_animal_protocol-ADDENDUM.pdf
3. Animal based activities must not begin until you have received permission from the Animal Care Committee Chair or Veterinarian.
4. Complete **Sections 1 - 6** and submit to the Animal Care Committee (ACC) Coordinator two weeks prior to the event/activity occurring. Submit an electronic copy to ACC Coordinator.
5. Review GPRC Animal Care and Usage Policy including GPRC Animal Care Committee Terms of Reference; Authority and Responsibility prior to any animal use.
**** Any animal who becomes stressed or distressed must be removed immediately from the activity. The Animal Care Committee Veterinarian, must be notified Chris Mizzi – cmizzi@gprc.ab.ca within 24 hours of any unexpected problems or complications that occur or if immediate veterinary assistance is required. ****

SECTION 1: GENERAL INFORMATION

Instructor or person responsible:	<input type="text"/>
Position:	<input type="text"/>
Department:	<input type="text"/>
Phone:	<input type="text"/>
E-mail:	<input type="text"/>

Title of Activity

Duration of Activity

Proposed start date:	<input type="text"/>
Proposed completion date:	<input type="text"/>

Explain Why Live Animals Are Involved in This Activity

SECTION 2: DEMONSTRATION STAFF
(E.G., INSTRUCTOR, TEACHING ASSISTANTS, STUDENTS)

Please provide the name(s) of all **demonstration staff** directly involved in this animal-based activity.

NAME	DEPARTMENT/ AFFILIATION	POSITION	PHONE

SECTION 3: DESCRIPTION OF ACTIVITIES INVOLVING ANIMALS

Using simple language, briefly describe the proposed activities, providing overall context and background. Provide details as to what will happen to the animal from start to finish, including how animals will be monitored. Identify who will perform each activity, and how they are qualified to do so. If animals do not all undergo the same activities, be sure to clarify the number of animals undergoing each activity, and the sequence of events.

SECTION 4: ANIMALS INVOLVEMENT

Please provide details of animals involved in the activities.

SPECIES (COMMON NAME)	AGE OR WEIGHT	NUMBERS REQUIRED	SOURCE OF ANIMALS

Where Are the Activities Being Carried Out?

- Institution

Location: _____

- Field

Location: _____

- Other

Location: _____

SECTION 5: SAFEGUARDS

List all relevant standard operating procedures and other practices that guarantee proper safeguards are in place to ensure animal welfare (including limiting repeated uses). Refer to attached document for more information.

If you require further assistance with the section please contact Animal Care Committee Coordinator Tcholach@nwpolytech.ca.

STANDARD OPERATING PROCEDURE TITLE / INSTITUTIONAL PRACTICE DESCRIPTION

SECTION 6: DECLARATION

Your signature below indicates that:

- all animal activities will be in accordance with standard operating procedures or procedures approved by the animal care committee;
- you have considered alternative procedures that do not involve live animals;
- you are confident that an alternative to the proposed live animal activity is not feasible; and
- you will notify the animal care committee of any revisions to this form.

Name:

Date:

FOR ADMINISTRATIVE USE ONLY	
ACC chair or veterinarian name:	Signature:
Date received:	Date reviewed:
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<input type="checkbox"/> Conditionally approved	
Conditions:	
<div style="background-color: #cccccc; height: 20px;"></div>	

This form can be approved by the Animal Care Committee Chair or the Veterinarian.

Post-approval monitoring oversight of these activities by the animal care committee should be proportional to risk.

Appendix 1

Safeguards that need to be in place to have an animal:

- Animals are not allowed in food preparation for food storage areas.
- Animals must be caged or adequately controlled
- Animal food, supplies and cleaning equipment must be stored completely separate from food intended for human consumption.
- Persons must wash their hands immediately after touching an animal, animal waste, or any animal related supplies
- Animals must be adequately supervised and managed in all respects to minimize the potential for disease transmission
- Animals must be healthy, disease free and up-to-date on vaccinations

Other measures may need to be implemented depending on the animal

Please provide the following in a Standard Operating Procedure (SOP) for the handling and care of the animals to be used in the activity.

Information should include:

- Describe how, when and who will clean and sanitize the equipment, cages and areas associated with the animal.
- Describe what the animal will eat, when and how it will be fed and who will feed it
- Describe if there will be direct handling of the animals and how this will occur and what safety measures will be in place
- Describe where the animal will be kept
- Describe how and where the pet supplies, food, cleaning supplies, etc. will be stored
- Describe how the animal will be contained
- Outline how the animal waste will be disposed
- Provide assurance that the animal is healthy by including confirmation of veterinary testing for pathogens or diseases of specific concern with the animals involved.
- Provide other information that may be relevant to you situation or to your animals