

## Animal Incident Report

Northwestern Polytechnic's Animal Care Committee (ACC) 'Terms of Reference' defines an Incident as the following:

*Unplanned mortality, unplanned euthanasia, major injury or disease outbreak or repeated occurrences of minor injuries of the same nature must be reported within 48 hours of occurrence by completion of a Animal Incident Report.*

When an Animal Incident occurs, protocol personnel should:

- Promptly inform the primary instructor and/or farm manager for the protocol if he/she is not present.
- Promptly contact a Veterinarian for advice for animal care if needed.
- Retain any animal carcasses until released by a Veterinarian, either a program or local veterinarian.
- Conduct an initial investigation of the nature and possible causes of the Incident, in consultation with a Veterinarian, Animal Care Staff and Animal Care Coordinator. In the case of animal death for unknown reasons, necropsy should be considered.
- Develop a plan of action to treat ill or injured animals (if applicable) and to prevent reoccurrence of the Incident; again, this should be done in consultation with a veterinarian, Animal Care Staff and/or ACC Veterinarian.

Incident Report Form Process:

- Incident Report Forms MUST be filled out on a fillable PDF form.
- Information up to the greyed area should be filled out. Once the form has been completed please e-mail the original fillable PDF form to the ACC Coordinator, Tara Cholach at [tcholach@nwpolytech.ca](mailto:tcholach@nwpolytech.ca), ACC Veterinarian, Chris Mizzi at [cmizzi@nwpolytech.ca](mailto:cmizzi@nwpolytech.ca) and Program Chair or Operations Manager within 48 hours of incident occurrence. Even if the investigation and/or final plan of action are not yet complete. The Initial Report should include whatever is known about the incident and any preliminary plans to treat animals and to prevent re-occurrence. This may include temporary halting or altering procedures until the incident has been more fully investigated.
- Once the ACC Coordinator and ACC Veterinarian has reviewed the form for completeness and the ACC Veterinarian has made comments the ACC Coordinator will e-mail the incident report form for signatures within 10 business days of incident report occurrence.
- A separate follow-up report must be submitted if the initial report was incomplete with regards to either the nature of the incident or the Plan of Action. The follow-up form should be submitted as soon as the investigation is completed and the Plan of Action is developed, and should be signed by the primary instructor/farm manager, ACC Chair and Dean. The report should include the Plan of Action for any continuing treatment and to prevent recurrence of the Incident.

**Questions about these procedures should be addressed to the ACC Coordinator or ACC Chair.**

## Animal Incident Report

**Important:** Initial portion of report must be completed within 48 hours of incident occurrence. Incident report must be signed and completed within 10 business days of incidence occurrence.

**FOR ACC COORDINATOR USE**  
 Incident Number: \_\_\_\_\_  
 Animal Use Protocol #: \_\_\_\_\_  
 Primary Instructor: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

Date and Time of Incident:  
\_\_\_\_\_

Location of Incident:  
\_\_\_\_\_

Incident Reported by:  
\_\_\_\_\_

Personnel present during Incident:  
\_\_\_\_\_

Number of Animal(s) involved in Incident:  
\_\_\_\_\_

Sex and Species of Animal(s) involved in Incident:  
\_\_\_\_\_

Identification of animal(s) Involved in Incident (CCIA tag #, AHT dangle tag, microchip number, tattoo, animal description, colour, etc.):

History and condition of animal(s) (age, body condition score, and overall health status prior to Incident):

Describe the incident (in detail), providing any information available at this time regarding the cause of the Incident and its outcome. Please specify injuries (if applicable):

Completed by: \_\_\_\_\_

Outcome of Incident (check box):

- Unplanned Mortality                      Euthanasia                       Animal Recovered   
 Lab Terminated                              Other  Specify: \_\_\_\_\_

Immediate Plan of Action (to be filled out by Program Chair or Farm Manager) instituted for treatment and to prevent recurrence. A finalized plan may be submitted later if needed:

Completed by: \_\_\_\_\_

*This space is reserved for use by the Consulting Veterinarian and/or the ACC Veterinarian*

Source of Problem (check box):

Human error       Mechanical error       Disease/Parasite       Nutritional       Other   
 Unknown at this time

Clinical findings and/or recommendations (diagnostics, prescription etc.):

Completed by: \_\_\_\_\_

Euthanasia Recommended     YES     NO     N/A

Disposal of Animal Carcass(es) okayed Veterinarian  YES     NO     N/A

Faculty / Staff Member(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Program Chair / Farm Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ACC or Consulting Veterinarian \_\_\_\_\_ Date: \_\_\_\_\_

ACC Chair \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Reported to ACC meeting: \_\_\_\_\_