







DCACC within five (5) calendar days, for investigation. Any issues raised during the incident investigation that cannot be resolved by the DCACC must be brought to the attention of the Program Chair, the Faculty Dean and the VP, Academic and Provost (VPA), until resolved. Discussion of **Incident Reports** must be included in DCACC meeting minutes; all incidents must also be noted on the annual renewal form for the relevant AUP. An account of all incidents reported to the DCACC since the last assessment visit must be included in the CCAC Animal Care and Use Program Review Form.

- c. Any major animal welfare incidents (as defined in the [CCAC policy and associated documents](#)) must be reported to the CCAC, using the CCAC's [Major Animal Welfare Incident SelfReporting Form](#) within fourteen (14) calendar days of occurrence. (For examples of what constitutes a major animal welfare incident and how to contact the CCAC, see question 4 in the CCAC Frequently Asked Questions: Certification of animal ethics and care programs. If there is any doubt whether an incident should be reported to the CCAC, the ACC Chair should consult with the CCAC to see if it meets the threshold for reporting.) Failure to notify the CCAC of any major animal welfare incident will lead to a Major recommendation or the assignment of a probationary certificate when the CCAC becomes aware of the incident through other means.

## ROLES AND RESPONSIBILITIES

5. The DCACC is responsible for setting up and maintaining the PAM program, with the support of the College's VPA, as the senior administrator responsible for the animal care and use program at Douglas College.
6. Given that members of the DCACC are not usually present when AUPs are implemented, the effectiveness of the PAM program depends upon the participation of animal users, veterinarians, veterinary technicians, biologists and administrative staff, who share responsibility and work collegially in conjunction with DCACC members. (Specific duties assigned to these parties are outlined in the Standard Operating Procedure identified below.)
7. Persistent breaches of policy or AUP compliance that cannot be resolved by the DCACC will be referred to the VPA, along with a recommendation of disciplinary action; the VPA is responsible for taking any follow-up and/or corrective action, including any decisions regarding appropriate remedies and/or disciplinary actions.

## E. PROCEDURES

[Standard Operating Procedures](#) on DC Connect (for internal users)

- x PostApproval Monitoring (PAM) Program

## F. SUPPORTING FORMS, DOCUMENTS, WEBSITES & RELATED POLICIES

[Administration Policy](#)

- x Pedagogical Merit Review Policy for Animal-based Teaching



[Animal Incident Reports](#)

[Major Animal Incident Reporting Form](#)

[Policy Statement for Senior Administrators Responsible for Animal Care and Use Programs \(Canadian Council on Animal Care\)](#)

#### G. RELATED ACTS AND REGULATIONS

N/A

#### H. RELATED COLLECTIVE AGREEMENTS

N/A