



CCAC REPORTABLE ANIMAL WELFARE INCIDENT INITIAL NOTIFICATION FORM

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Certified institutions must notify the Canadian Council on Animal Care (CCAC) of reportable animal welfare incidents within 14 days of occurrence, whether resolved or not, as outlined in the [CCAC policy: Certification of ethical animal care and use programs](#).

A CCAC reportable animal welfare incident refers to an event that leads to significant mortality for animals used in research, teaching, or testing, or poses an immediate and significant threat to animal health or welfare. If you are unsure of whether an event should be reported, please promptly [contact the CCAC](#).

Please provide as much preliminary information as possible. At this point, the CCAC is primarily interested in knowing if animals are still at risk, and if immediate safeguards have been put in place to avoid reoccurrence. Details about the incident, the review conducted by the animal care committee and their decisions, or the correction of deficiencies (e.g., equipment replacement, refinement/development of procedures) should be part of follow-up reporting using the [CCAC Reportable Animal Welfare Incident Form](#). **If all of the information about an incident can be provided within 14 days of occurrence, institutions can use the [CCAC Reportable Animal Welfare Incident Form](#) instead.**

This form should be completed and signed by the animal care committee chair, the attending veterinarian, or a delegate and [sent to the CCAC](#). A copy should also be forwarded to the senior administrator responsible for the ethical animal care and use program at the institution.



CCAC REPORTABLE ANIMAL WELFARE INCIDENT INITIAL NOTIFICATION FORM

Contact Information

Name of institution	
Name of senior administrator responsible for the ethical animal care and use program	Date(s) of event
Name of animal care committee chair	Email
Name of attending veterinarian	Email
Protocol numbers (if applicable)	

Incident Description

Nature and cause (if known) of the event:

Option A

Complete this section if the approved protocol includes **more than one** objective/component and the objectives/components are independent. Provide information for each objective/component affected by the incident.

Number of mortalities¹ per species, per objective/component, per day since the start of the event:

Number of approved animals per species, per objective/component, on site at the time of the incident²:

¹ See the [CCAC frequently asked questions: CCAC reportable animal welfare incidents](#), Question 7.

² Ibid, Question 10.

Approved % mortality baseline³ for the relevant objective/component:

Option B

Complete this section if the approved protocol includes **only one** overall objective/component. Provide information for each protocol affected by the incident.

Number of mortalities⁴ per species, per day since the start of the event:

Number of approved animals per species, on site at the time of the incident⁵:

Approved % mortality baseline⁶ for the protocol:

Number of animals (and their species) still at risk:

Immediate safeguards put in place to prevent reoccurrence:

I certify that the information provided above is correct to the best of my knowledge.

Animal care committee chair, attending
veterinarian, or delegate:

Signature:

Date of report:

³ See the [CCAC frequently asked questions: CCAC reportable animal welfare incidents](#), Question 1.

⁴ Ibid, Question 7.

⁵ Ibid, Question 10.

⁶ Ibid, Question 1.