







## SHARED ANIMAL ETHICS AND CARE PROGRAMS

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The majority of Canadian Council on Animal Care (CCAC) certified animal ethics and care programs are self-contained and do not share program elements with other certified institutions; however, in some cases, programs do share elements. This document outlines the characteristics and structure of animal ethics and care programs in institutions with shared programs and explains the similarities and differences between an “integrated program” and a “partnered program.”

GENERAL PROGRAM FEATURES	PARTNERED PROGRAM	INTEGRATED PROGRAM
<p>STRUCTURE</p> 	<p>This program structure involves an institution (contracting institution) that contracts services from another institution (servicing institution). Typically, a smaller institution would “contract” a larger institution for use of their services.</p>	<p>This program structure is usually in place when a larger institution has affiliated institutions (e.g., university with affiliated hospitals or research centres; institution with a number of programs or sites across the country such as some federal departments).</p>
<p>CERTIFICATION</p> 	<p>Each institution is a distinct legal entity with its own CCAC certificate. Each institution has its own senior administrator responsible for the animal ethics and care program. Faculty members or instructors from one institution are not cross-appointed to the other; they are independent of each other.</p>	<p>Although the larger institution and its affiliates are distinct legal entities with their own CCAC certificate and their own senior administrator, one senior administrator (usually from the larger institution) is designated as the individual responsible for the animal ethics and care program for all locations. Faculty members or instructors are often cross-appointed.</p>
<p>TERMS OF REFERENCE</p> 	<p>Each institution <b>must have its own terms of reference</b> for its animal care committee, and must have standards and other formal documentation describing its own animal care and ethics program.</p>	<p>The larger institution and affiliates may use the same terms of reference for the animal care committee, and the same documents and standards for the programs. However, if certain services or processes are specific to one affiliate, these need to be delineated.</p>

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<p>ANIMAL CARE COMMITTEE</p> 	<p>There is one animal care committee at the servicing institution that acts as the animal care committee of the contracting institution, and should include a minimum of one participant from the contracting institution (e.g., researcher). The animal care committee must formally meet at least twice a year, and the participant(s) from the contracting institution must be part of quorum.</p> <p>When dealing with the contracting institution’s animal ethics and care matters, the servicing institution’s animal care committee is formally identified as that of the contracting institution.</p>	<p>There is one or more animal care committees which should include affiliate representatives.</p> <p>The animal care committee must formally meet at least twice a year and have appropriate quorum (as outlined in their terms of reference).</p>
<p>PROGRAM COMPONENTS</p> 	<p>Program components are shared between the institutions. While the “scope” of the contracted services may vary, all elements of the complete program must be described in the contracting institution’s policies and procedures. <b>The contracting institution can delegate responsibilities to the servicing institution but cannot abdicate responsibility of its animal ethics and care program.</b></p> <p>The contracting institution must delineate the services provided by the servicing institution and the program elements provided. This is generally outlined in a memorandum of understanding between the two institutions and mirrored in the terms of reference.</p>	<p>The integrated program is harmonized and the institutions generally follow the same policies and procedures. However, if certain services or processes are specific to one affiliate, these need to be delineated.</p>
<p>DOCUMENTS</p> 	<p>All contracted practices and procedures, and all formal documentation should be adapted to, and identified as, the contracting institution’s program and documentation. This includes, but is not limited to: forms; meeting minutes; correspondence with researchers; animal care committee site visit reports; and standard operating procedures.</p>	<p>Some institutions or affiliates may choose to keep separate official documentation.</p>