# Ethical Animal Care and Use Program Review Form (Regular Assessment Visits)

## INSTRUCTIONS

**DATE OF REVISION**: February 2021

The Canadian Council on Animal Care (CCAC) *Ethical Animal Care and Use Program Review Form (Regular Assessment Visits)* (PRF-r) is designed to allow institutions preparing for a regular assessment visit to thoroughly assess their own ethical animal care and use program. The questions in the PRF-r are based on CCAC policies and guidelines and, as such, refer to components that are integral to an ethical animal care and use program. All questions in the PRF-r should be answered accurately and completely. The information contained in a completed PRF-r is reviewed by the CCAC assessment panel prior to the regular assessment visit and is also used to produce the subsequent assessment report. All information will be treated confidentially, in accordance with the [*CCAC policy: Confidentiality of assessment information*](https://www.ccac.ca/Documents/Standards/Policies/Confidentiality_of_assessment_information.pdf)*.*

### Completing the PRF-r

* + - * The PRF-r is best viewed and used in Microsoft Word. Information can only be entered in selected fields, as unformatted text. Input fields are shaded in grey for easy identification. The design of the form itself cannot be modified in any way. You can move from field to field by pressing TAB, SHIFT+TAB, or by using the arrow keys on your keyboard. You can also click on the fields with your mouse. Once a field has been selected, you can enter your information; the space provided for your answer will expand accordingly. You must enter data or select a value for each of these fields. Boxes can be checked by either clicking on them with the mouse or typing “x”. To uncheck a box, just click on it again.
			* Each section of the PRF-r is a separate document. Depending on the structure of your ethical animal care and use program, some sections may have to be completed more than once. In this case, please fill out a new section and save it under a different name. For example: Section 2 needs to be completed for every animal care committee and subcommittee that undertakes protocol review; therefore, for each committee rename the document “Section 2 – Name of committee”. Also, Section 6 needs to be completed for each animal facility and extra-vivarial space where animals are held for >12 hours; therefore, for each facility (or applicable extra-vivarial space) rename the document “Section 6 – Name of facility”.
			* At the end of each section there is a list of appendices. Documents, as well as any graphics or pictures, can be included. You may also use the “Comments or additional information” sections to comment on topics not covered in the questions.

### Submitting a completed PRF-r

Instructions for sending the PRF-r are provided in the notification email from the CCAC.

When preparing the electronic version:

* + - * create a table of contents for the PRF-r;
			* include the agenda for the assessment visit;
			* make certain that instructions regarding the location of the initial meeting are clearly indicated and parking instructions are provided;
			* save each main section into its own folder using a short, easily identifiable name, and avoiding any special characters such as &, #, %, é, /, in the file names (examples of folder names: Section1.doc, Section1Appendix1A.pdf, Section6A1.xls);
			* place the appendices relevant to the section directly into the same folder; and,
			* where possible, please place the appendix number on the top right corner of the appended documents.