

Animal Care Committee Forms – Quick Reference Guide

This guide outlines the required forms and when to use them for all animal-based research and teaching at Dalhousie University. All research involving animals requires prior ACC approval.

Form A – Animal Use Protocol (AUP)

Purpose: Required for all new animal-based projects (teaching/research) involving vertebrates.

Submission Deadline:

- Submit by the first Thursday of the month (no August meeting/submissions)
- Minimum 8 weeks prior to the anticipated project start date
- Submit via ROMEO

Form B – Amendment or Renewal

Amendment

Purpose: Use for modifications to an approved AUP (e.g., procedures, personnel, animal numbers)

- Amendments must be approved before any changes are implemented
- Note: Amendments are not suitable for significant changes to approved AUP.
- Submit via ROMEO

Renewal

Purpose: Use for annual renewals of multi-year protocols (2 renewals are allowed, for a total of 3 years per protocol) before a new AUP/Form A is required.

Important:

- Renewal is required for continued approval past the protocol's expiry date
- Submit via ROMEO

Form C – Invertebrates or Tissue Use Only

Purpose: For projects involving invertebrates only or use of animal tissues not directly obtained by the research team.

- If tissue harvest is listed on your Form A (AUP) then a form C is not required
- Submit via ROMEO

Applies to Both:

- UCLA (Halifax/DMNB campuses)
- ACUC (Truro campus)

Note: The same forms and processes apply for both ACCs, however, there are a few forms that are ACUC specific e.g. Teaching Protocol AC, Dalhousie Permanent Stock Protocol Form

Attachments Overview

(Include at time of submission, or later via Form B to reflect changes to procedures, species, materials, hazards, etc.)

Attachment	Title	Purpose / Description	When to Include
A	Anesthesia / Surgery	Required if general anesthetics will be administered or surgical procedures performed on animals.	Form A (initial) and Form B (additions or changes to anesthetics/surgery).
B	Progress Report	Submitted during renewals. Provides a summary of animal use, completed experiments, unexpected morbidity/mortality, humane endpoint adequacy, and refinements made. Not intended to report publications.	Form B (for 1- or 3-year renewals).
C	Teaching	For protocols involving live animal use in courses. Describes course details, training, learning outcomes, and alternatives.	Required for teaching protocols via Form A or Form B (changes to course/activity).
D	Field Studies	Required for wildlife/field research. Includes location, permits, bycatch, transportation, and environmental impact.	Form A (initial submission) and Form B (field work changes).
E	Hazardous Agents	Describes use of radioisotopes, vectors, infectious agents, transformed cell lines, tumors, and hazardous chemicals. Requires prior approval from University Safety Office.	Include when using any hazardous agents via Form A or Form B.
F	Rodent Breeding	For in-house breeding of rodents.	Include if breeding rodents; update via Form B for changes.
F (Fish)	Fish Production	For production or breeding of fish within research protocols.	Include if breeding fish; update via Form B for changes.
G	Immunization of Animals	Required when immunizing animals, particularly with adjuvants (e.g., Freund's Complete), boosters, or novel protocols.	Include for all immunization protocols via Form A or Form B.

H	Tumors, Stem Cells, and Other Biological Materials	Required when implanting tumor cell lines, stem cells, or sera. Outlines testing requirements for rodent pathogens to prevent facility outbreaks.	Form A (initial use) and Form B (new materials, procedures).
I	Regulatory Testing	For research involving regulatory or compliance testing of compounds or products.	Include when applicable via Form A or Form B.
J	Use of Animals Outside Animal Facilities	Describes housing/experimental work conducted outside animal facilities. Emphasizes risk mitigation, transport guidelines, and the need for committee approval.	Include if animals are removed from facilities; update via Form B.
K	Novel / Uncharacterized Compound Risk Assessment	Risk assessment required when using new compounds lacking full safety data. Identifies potential exposure risks to personnel and environmental contamination.	Form A (initial use) and Form B (new compound introductions).
L	Corporate Partner Access to Animal Facilities	Required when external (corporate) partners are involved in research involving chemical or biological risks and require facility access. Information is shared with multiple oversight offices (EHS, Legal, etc.).	Include when external researchers work in animal facilities.