



University Animal Care Committee Standard Operating Procedure		
Document No: 2.3	Subject: Subcommittee Workflow	
Date Issued: September 27 , 2023	Revision: Original	Page No: 1

Location: Queen’s University

Purpose: The purpose of this Standard Operating Procedure (SOP) is to describe the procedural workflow for the UACC Subcommittee

1. Introduction and Definitions: The UACC Subcommittee is a small representation of the full committee. It consists of the Chair, the University Veterinarian, and a community member and conducts defined reviews on behalf of the UACC.

Abbreviations: University Animal Care Committee UACC, Principal Investigator PI, Animal Use Protocol AUP, Canadian Council on Animal Care CCAC

2. Procedures:
 

The UACC delegates specific reviews to the Subcommittee for final acceptance at the full UACC. These include:

  - x Level A protocols
  - x Level B-D Protocol Renewals
  - x Minor Amendments
  - x Pilot Progress Reports/Extensions
  - x Interim Reviews

At the discretion of the UACC Subcommittee, any review may be referred to the full UACC for review.

Level A Protocols

Level A new and full review as progress reports are reviewed and approved by the UACC. This includes complications encountered relative to animal health and welfare and how they were resolved as well as the adequacy of the humane interventions and study endpoints and a



University Animal Care Committee Standard Operating Procedure		
Document No: 2.3	Subject: Subcommittee Workflow	
Date Issued: September 27 , 2023	Revision: Original	Page No: 2

description of the use and distribution of animals as compared to that which was previously

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University Animal Care Committee Standard Operating Procedure		
Document No: 2.3	Subject: Subcommittee Workflow	
Date Issued: September 27 , 2023	Revision: Original	Page No: 3

All UACC reviews that are returned for modification are either designated for subsequent administrative, subcommittee or full UACC follow-up review within the initial motion. Revisions designated for Subcommittee are assigned accordingly upon resubmission. Protocols may be returned multiple times before being accepted for approval.

#### Subcommittee Reviews Report

The UACC reviews for approval, all actions of the Subcommittee since the last UACC meeting by way of the Subcommittee Reviews Report which is submitted to each monthly meeting. To ensure transparency, the report provides a comment summary as sent to the PI (regardless of the review outcome) and tracks the dates for submission, assignment, return for modification and where in the cycle the protocol currently sits ( i.e., pending, 0.6 (s)0.6 ( )0.7 (th)-5.5 (e)-2 (t)1.8 (c)-04.