



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL RESEARCH AND DEVELOPMENT COMMAND
810 SCHREIDER STREET
FORT DETRICK, MARYLAND 21702-5000

August 15, 2019

(b) (6)

Vice-President (Research)
University of Guelph

(b) (6)

Guelph, Ontario N1G 2W1, Canada

Dear (b) (6)

(b) (6) Director and (b) (6) Executive Officer, Animal Care and Use Review Office, Office of Research Protections, U.S. Army Medical Research and Development Command, conducted a site visit to the University of Guelph on 30 July 2019 to evaluate the animal care and use program and animal facilities. Participating individuals and results of the site visit are outlined in the enclosed checklist. Suggestions for improvement are offered in the absence of regulatory or guideline standards. These "best practices" are methods our staff have observed to work well within other programs/facilities and are offered for the Institute's consideration.

This CCAC-certified animal care and use program is compliant with applicable provincial and national animal welfare regulations and the standards required for CCAC certification and applicable recommendations of the Guide for the Care and Use of Laboratory Animals (Institute for Laboratory Animal Research).

The Animal Care and Use Review Office recommends continued funding of the supported animal research to appropriate Department of Defense agencies.

The point of contact for this action is the undersigned at (b) (6) or (b) (6)

Sincerely,

(b) (6)

Director, Animal Care and
Use Review Office

Enclosure

CC (w/ encl):

(b) (6) Principal Investigator
(b) (6) Veterinary Director, Animal Care Services (ACS)
(b) (6) Program Manager, ACS



COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST



Site/Visit Type:	Site Visit	Site Visited:	University of Guelph
Date(s) Of Visit:	30 August 2019	Award and Protocol #:	Award (b) (4) Protocol (b) (4)
Award PI Name:	(b) (6)	Awarded Organization:	University of Guelph
Funding Agency:	CDMRP	Species Approved:	Canine
Protocol PI Name:	(b) (6)	Site Visitors:	(b) (6)
Protocol Title:	(b) (4)		

I. Names and titles of personnel present at in- and out-brief:

NAME	TITLE OR DEPARTMENT
(b) (6)	Professor, Department of Clinical Sciences / PI
	Veterinary Director, Animal Care Services (ACS)
	Program Manager, ACS

II. IACUC Membership and Function:

	A	MD	SD	N/A
a. Appropriate constitution (at least 5 required members, or 3 required members if not PHS Assured)	X			
b. Non-affiliated members (NAM) attend meetings regularly	X			
c. Member appointments available and current	X			
d. IACUC member training program in place	X			
e. Appropriate documentation of IACUC training for all members to include alternates	X			
f. Mechanism in place for reporting welfare concerns	X			
g. IACUC function document (SOP/Policy/Instruction)		X		
h. Instructions for reporting concerns prominently displayed throughout the facility	X			
i. Reported concerns were well investigated by the IACUC	X			

¹ A-acceptable

MD- minor deficiencies

SD- significant deficiencies



COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST

j. Adverse events, violations, and animal welfare concerns reported to COO and documented in file	X			
k. If part-time AV, written program of veterinary care including regularly scheduled visits to the facility				X
<p>Comments:</p> <p>d. In compliance with Canadian Council on Animal Care (CCAC) standards, the institution is providing training opportunities to ACC members to understand their work and role on the Animal Care Committee (ACC). However, documentation of this training is lacking. We recommend documentation of training and/or qualifications of ACC members to ensure that all members have been provided adequate training opportunities.</p> <p>g. The ACC policy was last updated in 2012, and some ACC Guidelines were last updated more than 10 years ago. Various procedures have changed since the last updates; as a result, current practices do not follow written policies. We recommend establishing a plan and timeline for updating these documents.</p> <p>General comments: All documentation provided at the time of the site visit was extremely well maintained and organized, which greatly facilitated a rapid and thorough review of the program.</p>				

III: IACUC Minutes and Protocol Review:

	A	MD	SD	N/A
a. Attendance records maintained either in minutes or elsewhere	X			
b. Quorum present at each meeting	X			
c. Minutes demonstrate IACUC business other than protocol review	X			
d. Documentation in minutes or elsewhere of protocol review details	X			
e. Dissenting opinions included and explained	X			
f. IACUC documents and protocol records maintained for at least 3 years	X			
g. Protocols contain sufficient detail	X			
h. Annual protocol reviews conducted and documented	X			
i. Scientific justification for exceptions to AWARs and the Guide present in applicable protocols				X
j. COO approval documents included in protocol files	X			
k. Appropriate keywords used for databases searched	X			
Comments: none				

IV: Semi-Annual Facility Inspection and Program Review (FIPR):

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COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST

	A	MD	SD	N/A
a. FIPRs conducted and reports generated at least every six months	X			
b. At least two members participated in every area of the FIPR	X			
c. Non-affiliated member participation	X			
d. Deficiencies appropriately classified as minor or significant	X			
e. Report includes a reasonable and specific plan for correction of each deficiency with correction deadlines	X			
f. Individual responsible for correction of each deficiency identified	X			
g. Report identifies all locations visited during the facility inspection and areas of the program reviewed	X			
h. Departures from the provisions of the AWARs and the Guide are identified and justified	X			
i. Minority opinions are addressed	X			
j. Reports are signed by majority of IACUC members	X			
k. Documentation indicating reports are forwarded to IO	X			
Dates of FIPR reports reviewed: 3 Mar 2017, 2 Feb 2018, 22 Feb 2019				
Comments: a. When conducting annual facility visits, the ACC (b) (4) from its evaluation, without explaining the basis for the omission. We recommend evaluating which areas require evaluation by the ACC and documenting (e.g., thru a written policy or by annotation on the site visit report form) the basis for inclusion/exclusion from the site visit. b. Per CCAC certification standards, all ACC members should participate in some of the animal facility visits annually. There are currently multiple members of the ACC who have not participated annually in facility visits. We recommend discussion of methods to achieve the level of participation in site visits stipulated by CCAC.				

V: General:

	A	MD	SD	N/A
a. Up-to-date listing of all SOPs, including most recent review date in accordance with SOP	X			
b. Comprehensive Disaster Plan in place that covers animal disposition and prioritization?	X			
c. Disaster Plan identifies essential personnel	X			

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COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST

d. Disaster Plan part of the institution's overall emergency response program	X			
e. Comprehensive occupational health and safety (OHSP) plan in place	X			
f. All staff members, to include contractors, evaluated as part of the OHSP. If not, procedures are in place to ensure individuals not included in the OHSP have alternative means of evaluation	X			
g. Acceptable Psychological Well-Being Plan for NHPs in place, if applicable	X			
h. Acceptable Exercise Plan for Dogs in place, if applicable	X			
i. Environmental Enrichment Plan covers for all species	X			
j. Mechanism in place to assure all protocol personnel have been trained to perform their role	X			
k. Training records match the training requirements of the institution and IACUC	X			
Comments: None.				

V. FUNDED ANIMAL WORK:

EXTRAMURAL SITES ONLY	A	MD	SD	N/A
a. Observed animal procedures are being performed as reviewed and approved by ACURO	X			
b. All personnel performing animal procedures approved in the IACUC protocol	X			
c. All changes to the protocol been reviewed and approved by the local IACUC	X			
d. All changes to the protocol been approved by ACURO	X			
Comments: d. A protocol amendment approved by the ACC in June 2019 has not been forwarded for ACURO review. The procedures outlined in the amendment have not yet been implemented, so the institution is still in compliance. However, we recommend evaluating the amendment review processes and implementing procedures to ensure all significant changes approved by the ACC are submitted to ACURO for review and to ensure that significant changes are not implemented until an approval memo has been received from ACURO for the proposed amendment.				

VETERINARIAN REVIEW:

I. PHYSICAL ENVIRONMENT	A	MD	SD	N/A
a. Microenvironment and Macroenvironment	X			
b. Housing	X			
c. Space Recommendations	X			

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COMPONENT OVERSIGHT OFFICE (COO) VISIT CHECKLIST

d. Temperature and Humidity	X			
e. Ventilation	X			
f. Illumination	X			
g. Noise/Vibration	X			
Comments: None.				

II. BEHAVIORAL MANAGEMENT	A	MD	SD	N/A
a. Structural Environment	X			
b. Social Environment	X			
Comments: b. The canine exercise and social enrichment program is commendable. Dogs are afforded many opportunities for social and human interaction in housing spaces, dedicated exercise areas, and through the extensive dog-walking program				

III. HUSBANDRY	A	MD	SD	N/A
a. Food	X			
b. Water	X			
c. Bedding	X			
d. Sanitation	X			
e. Waste Disposal	X			
f. Pest Control	X			
g. Emergency, Holiday, and Weekend Care	X			
Comments: General comments: Staff were highly competent, knowledgeable, and clearly well-trained, resulting in a well-run program and well cared for animals.				

IV. POPULATION MANAGEMENT	A	MD	SD	N/A
a. Identification and Records	X			
b. Genetics and nomenclature	X			
Comments: None.				

V. ANIMAL PROCUREMENT AND TRANSPORTATION	A	MD	SD	N/A
a. Quarantine, Stabilization, and Separation	X			
b. Surveillance, Diagnosis, Treatment, and Control of Disease	X			
Comments: None.				

VI. VETERINARY MEDICAL CARE	A	MD	SD	N/A
a. Preventive Medicine	X			
b. Surgery	X			
c. Facilities for Aseptic Surgery	X			
d. Pain, Analgesia, and Anesthesia	X			
e. Euthanasia	X			

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Comments: None.

VII. FUNCTIONAL AREAS	A	MD	SD	N/A
a. Corridors	X			
b. Animal Room Doors	X			
c. Exterior Windows	X			
d. Floors	X			
e. Drainage	X			
f. Walls	X			
g. Ceilings	X			
h. Heating, Ventilation, and Air Conditioning (HVAC)	X			
i. Power and Lighting		X		
j. Storage Areas	X			
k. Noise Control	X			
l. Facilities for Sanitizing Materials	X			

Comments:

i. Per CCAC guidelines, facilities housing animals for research must have a source of emergency power. The University is currently working on acquiring a backup generator system to support the animal facilities. While power outages are rare in the region and emergency alert systems are in place for outage notification, we recommend continued follow-up of this topic to ensure senior administrators are apprised of the continuing requirement. This may be accomplished by inclusion of this item on the annual reports by the ACC to senior administrators in order to document that the issue is being addressed and to ensure continued follow up.