

**UNIVERSITY OF WINDSOR**

**ANIMAL CARE COMMITTEE**

**Standard Operating Procedure:** AD23 **New:** September 2021

**CCAC OVERSIGHT OF COMMUNITY OUTREACH**

**ACTIVITIES FORM**

Animal-based community outreach activities are non-invasive activities meant to informally educate the public and for which there is no assessment of understanding or retention of knowledge obtained from the involvement of animals.

Projects that involve institutional research or teaching animals in outreach activities do not require a full *Teaching Animal Use Protocol* and an independent pedagogical merit review. However, based on CCAC recommendations, the University of Windsor requires that the Animal Care Committee (ACC) and the university veterinarian be informed of all outreach activities that take place that involve the use of animals. To ensure that our established standard operating procedures are followed, and that the outreach activity is acceptable, we ask that the following form be completed and submitted to the ACC, at least two weeks prior to the activity taking place.

The activity will be vetted and approved by the animal care committee chair or the veterinarian. Post-approval oversight of these projects by the animal care committee will be proportional to risk.

**SECTION 1: GENERAL INFORMATION**

|  |  |
| --- | --- |
| Instructor or person responsible: |  |
| Position: |  |
| Department: |  |
| Phone: |  |
| E-mail: |  |

**Title of Outreach Activity**

|  |
| --- |
|  |

**Duration of Activity**

|  |  |
| --- | --- |
| Proposed start date: | Date |
| Proposed completion date: | Date |

**Explain Why Live Animals Are Involved in This Activity**

|  |
| --- |
|  |

**SECTION 2: DEMONSTRATION STAFF**

**(E.G. INSTRUCTOR, TEACHING ASSISTANTS, STUDENTS)**

Please provide the name(s) of all **demonstration staff** directly involved in this animal-based activity.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | DEPARTMENT/ AFFILIATION | **POSITION** | **PHONE** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**SECTION 3: DESCRIPTION OF ACTIVITIES INVOLVING ANIMALS**

Using simple language, briefly describe the proposed activities, providing overall context and background. Provide details as to what will happen to the animal from start to finish, including how animals will be monitored. Identify who will perform each activity, and how they are qualified to do so. If animals do not all undergo the same activities, be sure to clarify the number of animals undergoing each activity, and the sequence of events.

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| --- |
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**SECTION 4: ANIMALS INVOLVEMENT**

Please provide details of animals involved in the activities.

| Species  (common name) | Age or weight | Numbers required | Source of animals |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Where Are the Activities Being Carried Out?**

Institution

Location:

Field

Location:

Other

Location:

**SECTION 5: SAFEGUARDS**

List all relevant standard operating procedures and other institutional practices that guarantee proper safeguards are in place to ensure animal welfare (including limiting repeated uses).

|  |
| --- |
| standard operating procedure Title / Institutional Practice description |
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**SECTION 6: DECLARATION**

Please provide details of animals involved in the activities.

Your signature below indicates that:

all animal activities will be in accordance with standard operating procedures or procedures approved by the animal care committee;

you have considered alternative procedures that do not involve live animals;

you are confident that an alternative to the proposed live animal activity is not feasible; and

you will notify the animal care committee of any revisions to this form.

**Name:** Name

**Date:** Date

|  |  |
| --- | --- |
| **FOR ADMINISTRATIVE USE ONLY** | |
| **ACC chair or veterinarian name:** Name | |
| **Date received:** Date | **Date reviewed:** Date |
| Approved | Not Approved |
| Conditionally approved  **Conditions:** | |