I. Procedures for Scheduling Animal Care Committee (ACC) Site Visits

The ACC Site Visit Leader will:

1) Towards the end of each year, develop a tentative annual site visit schedule and outreach first to Facility Supervisors requesting their online sign-up; then to Extra-Vivarial Space supervisors requesting their availability.
2) The schedule of site visit events will be established by early in the New Year.

Facility Supervisors will:

3) Sign-up for site visits using the method relayed by the Site Visit Leader.
4) Following scheduling confirmation, should a pre-arranged time not become feasible, notify the Site Visit Leader of requested scheduling changes as soon as possible.

EVS (Extra Vivarial Space) Supervisors will:

5) Respond to the Site Visit Leader's email request for availability.
6) Following scheduling confirmation, should a pre-arranged time not become feasible, notify the Site Visit Leader of requested scheduling changes as soon as possible.

The ACC Site Visit Leader will:

7) Assign EVS visits to the schedule based upon previous steps; and
8) Notify ACC members of the site visit schedule, request and facilitate ACC member sign-up.
   a. On an ongoing basis, provide month-at-a-glance requests for sign-up to ACC members.
   b. During monthly ACC meetings, provide updates re. outstanding participation and upcoming visits.

ACC Members will:

9) Sign up for site visits as directed by the Site Visit Leader.
10) Following scheduling confirmation, should a pre-arranged time not become feasible, notify the Site Visit Leader of requested scheduling changes as soon as possible.

The ACC Site Visit Leader will:

11) Set-up an Office Outlook invitation (Office365 Calendar events) to include ACC and area-specific participants with associated documentation, e.g., previous year's report, instructions for ACC participants.
12) Minimum one day in advance, send an email reminder to all participants.

II. Procedures for Undertaking the In-Person Visit

1) ACC Participants will meet at the pre-arranged location relayed by the Site Visit Leader ~10 minutes in advance of the start time to highlight elements arising from the previous site visit, distribute tablets (or alternate medium), allocate to site visitors observational web forms, and required personal protective equipment.
2) During the meeting ACC participants will ask questions and invite feedback from area supervisors and research teams that use the space based upon the web forms provided.

Area / Research Participants will:

1) Provide a tour of the site, including related demonstrations (e.g., equipment demo, animal procedures) and explanations of animal care and use.
2) Respond to ACC participant questions (web form and ad hoc).
3) Share any concerns / challenges they may be experiencing with respect to the Animal Ethics & Care Program.

III.   Procedures for Undertaking the Virtual Site Visit

ACC Participants will:

3) Meet together via the Zoom invitation set up by the Site Visit Leader 5 minutes in advance of the meeting start time to highlight previous site visit report elements and distribute web forms;
4) During the meeting ask questions and invite feedback from area supervisors/research teams based upon web forms provided by the Site Visit Leader.

Area / Research Participants will:

4) During the Zoom meeting use their electronic devices to provide the video feed of the space(s).
5) Provide updates and respond to ACC participant questions.
6) Share any concerns / challenges they may be experiencing with respect to the Animal Ethics & Care Program.

IV.   Procedures for Undertaking Site Visits – Post-Visit

ACC Participants will:

1) Immediately after the site visit, remain with the Site Visit Leader to discuss the event to develop report commendations and recommendations.

Site Visit Leader will:

2) Develop the 'Draft' ACC Site Visit Report - Post-meeting embed Site Visitor feedback (from web form download) into the ACC Site Visit Report (APP2).
   a. The draft report may be forwarded to the Executive for their feedback / recommendations prior to distribution.
3) Email the 'For Distribution' Report – Forward individual-specific elements to area supervisor and applicable PIs / Lab members requesting response to recommendations (normally within two weeks of email receipt);
   a. Email Subject Line: REVIEW & RESPONSE BY *<DATE = 2 WEEKS FROM EMAIL DISTRIBUTION>* RE. *<YYYY>* ACC Site Visit to *<AREA> - <SPECIFIC RECIPIENT>*
   b. Responses are not required for report elements with no associated recommendations.

Area Supervisors/Users will:

4) Promptly (within the requested time ~2 weeks post-email receipt) respond to report recommendations and other report contents via email reply.

The ACC Site Visit Leader will:

5) Update the 'Final' Report - Update the report with area supervisor and PI / lab member responses,
    a. The final report may be forwarded to the Executive for their feedback and/or follow-up.
6) Share the 'Closed' Report - Provide to the Executive for final review and residual follow-up, as applicable. Once approved by the Executive, forward to an upcoming full ACC meeting.
7) Distribute the 'Closed' Report to the area supervisor.
    a. For Extra-Vivarial Spaces – Distribute EVS certificates.
8) Save the 'Closed' Report into established document repositories.

Revision History

Version	Date	Description of Changes	Author
00	08-10-2020	New stand-alone Procedure. Previously embedded within PROC-005. Added procedures and meeting report template for Zoom elements.	LT
01	11-02-2021	APP4 Added – Two-step report; update procedures accordingly	LT
02	09-12-2021	Updated procedure to align with three-pronged approach; updated associated appendices.	LT
03	10-19-2023	Update to reflect current practices	LT

The Animal Care Committee thanks those who participated in the following ACC Site Visit. Your engagement during and following this visit facilitates the ACC's understanding of animal-based science activities within Western's Research Community. As part of the ACC's regulatory obligation, this report outlines the ACC's observations, discussions and recommendations arising from the visit. We look forward to receiving your responses via email reply to accsitevisit@uwo.ca and welcome subsequent dialogue that enhances mutual understanding towards ongoing program refinement.

Site Visit / Animal Use Information – For Information Only - *Please review for accuracy & provide feedback at bottom of this table*				
Site Visit ID YYYY-##	**Visit Date(s)**	**Location**	**Area Supervisor(s) / PIs / Staff Participants**	**ACC Participants**
Click or tap here to enter text.	Click or tap to enter a date.	**Location:** Click or tap here to enter text. **Area:** Click or tap here to enter text. **Room #s:** Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Space Description				
Click or tap here to enter text.				
Animal-based scientists (PIs, PI staff), types of research (AUPs) being undertaken and species who use this space for live-animal holding/procedures:				
Click or tap here to enter text.				
Animal number, timeframes, duration, and frequency for holding/use of live animals within this space (as applicable):				
☐ 0-12 hours ☐ >12 hours, specify: Other Detail:				
Participant Comments	Click or tap here to enter text.			

Acknowledgements – Recognition of those who participated in the site visit
The Animal Care Committee acknowledges:
Click or tap here to enter text.

Commendations – Recognition of exemplary practices that enhance the animal ethics and care program
The Animal Care Committee commends:
Click or tap here to enter text.

Site Visit Highlights & Survey Feedback

Topics	Feedback
Important changes since previous Site Visit	Click or tap here to enter text.
Animal Health & Welfare Situations	Click or tap here to enter text.
Refinements	Click or tap here to enter text.
Concerns, Challenges	Click or tap here to enter text.
Suggestions	Click or tap here to enter text.

Onsite Visit – Observations, Recommendations and Feedback

1.	For Area Supervisor(s) – Observations, Recommendations and Feedback			
From its observations the Animal Care Committee recommends the following:				
☐ No recommendations arising from the visit				
#	Observations	Recommendations	Feedback from Area Supervisor(s)	Status
1.1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
1.2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.

2. Infrastructure – Dept. Chair / Space Manager – Observations, Recommendations and Feedback

From its observations the Animal Care Committee recommends the following:

☐ No recommendations arising from the visit

#	Observations	Recommendations	Feedback from Dept Chair / Manager	Status
2.1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
2.2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.

3. Animal-based Scientists – Observations, Recommendations and Feedback

The Animal Care Committee recommends the following actions be taken:

☐ No recommendations arising from the visit

#	Observations	Recommendations	Feedback from Scientists	Status
3.1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
3.2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.

4. Occupational Health & Safety – Observations

The Animal Care Committee observed the following:		
☐ No OH&S observations arising from the visit		
Date: Click or tap to enter a date.	Location: Click or tap here to enter text.	Observation: Click or tap here to enter text.

ACC OFFICE USE ONLY

5.	Extra-Vivarial Spaces Only – Certification Information		
☐ Not Applicable			

Room #	Certification Information – Conditions (species, procedures, other), etc.	ACC OFFICE USE	
		Status	Approval Date
Click or tap here to enter text.	Click or tap here to enter text.		Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.		Click or tap to enter a date.

6.	Follow-Up Actions Arising from ACC Site Visit		

REC #	Executive Decisions - Communications	ACC OFFICE USE	
		Action Date	Closed
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap to enter a date.

ACC Site Visit Web Forms Content

Section I – General Overview

For Laboratory Facilities

- Site Supervisor
- Area and Rooms associated with this part of the facility.
1. Outline the security measure that are in place for this area to limit both the view of and access to animals.
   a. *This site has controlled entry/exit access involving key or swipe card, and security measures are in place for control of access during and after regular hours;*
   b. *The area is out of direct sight from the public;*
   c. *Animal areas are separate from personnel areas.*
2. List the species being used in this area.
3. Outline how animals are transported to / from this area:
   a. *Animal transport between spaces must align with the following ACC-approved standards:*
   b. *Institutional standard operating procedures (SOPs) for animal transport*
      i. *CW-443 – Rodent Transport*
      ii. *CW-444 – Non-Rodent Transport*
   c. >12 Hours Holding - Institutional animal allergen risk mitigation policies and SOPs.
   d. Institutional biosafety and biosecurity policies and SOPs.
4. Are live animals held beyond 12 hours here?
5. Outline the training undertaken by Animal Care staff to ensure competence in husbandry and care.
6. Outline the training required before animal users have access to this area.
   a. *Animal Users have received AUP-associated institutional animal user training, and have been overseen post-training by a competent individual until competence is confirmed on all live-animal procedures performed by them; and*
   b. *other site-specific training, e.g., containment L2, entry/exit procedures*
7. Outline how animals are monitored by Animal Care staff, e.g., frequency, after hours.
8. If animals remain in this site after hours, outline the communications and procedures that are in place.
9. Outline the crisis response plan for times when animals are within this space.
   a. *Emergency / after hours and holiday Animal Care is in place (as applicable to times when animals are within the space).*
   b. *Animal Users in this site understand the institutional crisis response plan, e.g., animal disposition during fire alarm.*
10. List the PIs and PI Students/Staff actively involved in live-animal procedures in this space.
11. List the procedures being undertaken within the area being visited today.

For Extra-Vivarial Spaces

- Site Supervisor
- Area and Rooms associated with this part of the facility.
1. Are live animals held beyond 12 hours here?
2. List the species being used in this area – any specialized animal models?

3. Tell us about the research and associated animal procedures taking place within this site.
4. Provide a step-by-step narrative of an animal's experiences in relation to this space; how does this fit into the overall experiences?
5. On average how long is each cohort housed/used within this space?
6. Outline the animal monitoring undertaken by animal users, including after-hours care.
7. If animals remain in this site after hours, outline the communications and procedures that are in place.
8. Outline the training undertaken by animal users, and how you ensure they are competent.

For content details captured within other forms, see the ACC Site Visit Guidelines by Space Type