

## Policy on Principal Investigator Responsibility

The Animal Use Protocol (AUP) is the leading document responsible for describing and justifying the use of animals for research, teaching or testing purposes. All individuals involved in the use of animals for research, teaching or testing at Queen's University must maintain compliance with their approved AUP, the policies of the Canadian Council for Animal Care (CCAC) and the Ontario Animals for Research Act. The Principal Investigator (PI) named on the AUP is ultimately responsible and accountable for the care and welfare of the animals listed on that protocol.

To ensure that the PI is aware of, understands and is in support of all aspects of the AUP, the University Animal Care Committee (UACC) requires that all protocol actions be submitted electronically by the PI (e-signature required). A listed Co-PI can submit on behalf of the PI provided they are a faculty member. Other members of the laboratory (i.e.: graduate students, post-doctoral fellows, technicians etc.) can assist in the development and revision of protocols (through their role as core team members on the AUP and in the electronic protocol management system) however the PI is required to perform all final submissions in order for approval to be granted.

As per the **CCAC Policy Statement for: senior administrators responsible for animal care and use programs (2008)**

### APPENDIX V-Responsibility of Animal Users

Authors of animal use protocols have responsibility for all aspects of the protocol, including:

- a) ensuring that the ACC receives all the information required to conduct an informed review of the proposed animal use, and that it is approved before any animal use begins;
- b) considering the Three Rs (replacement, reduction and refinement of animal use) and documenting that the proposed animal use is necessary, that the requested animal numbers are justified and that all appropriate refinements will be made (more information on the implementation of the Three Rs is available from the CCAC's Three Rs microsite located at <http://ccac.ca/en/ThreeRs>);
- c) ensuring that any amendments to the protocol are submitted to and approved by the ACC in a timely manner;
- d) reporting back to the ACC on the work on at least an annual basis;
- e) ensuring that all those in their team who will handle animals are appropriately trained and competent to undertake the procedures, and that they understand what is in the approved protocol;
- f) ensuring that the work is undertaken in practice as approved in principle by the ACC, and meets institutional and CCAC standards.