SMU ACC Best Practices Information Sheet: Annual Animal Use Data

June 2022

From the CCAC Website under Reporting Instructions and Forms:

"CCAC-certified institutions are required to report their annual animal data to the CCAC every year and provide specific information regarding the number of animals, the types of projects they were involved in, and the invasiveness of the procedures undertaken.

Institutions are asked to send their annual (January 1 to December 31) data electronically before March 31 of the following year. We would appreciate that all data be submitted by email using our **Excel Animal Use Data Form (AUDF) template**, which assists with the standardization of data collection and analysis."

While Saint Mary's University is responsible for collating the data and submitting the finalized AUDF to the CCAC, **the accuracy and completeness of the animal use data for each approved Animal Use Protocol (AUP) is solely the responsibility of each Principal Investigator**.

Principal Investigators **must** provide the SMU AC Coordinator with a completed Animal Use Data Form annually. In order to ensure this is done successfully:

1. Make sure all personnel on a protocol:
    a. Are aware of this requirement.
    b. Know the total approved number of individual animals per species.
    c. Read and understand the approved protocol on which they are listed.
    d. Make every effort to ensure the number of animals used does not exceed the approved amount.
2. Keep proper records
    a. Record animal data while experiments are conducted.
    b. Keep records organized and accessible to all personnel.
    c. When reporting data for animal-based collaborations: Please see FAQ #11 Animal-based projects involving two or more institutions.
3. Refer to the CCAC AUDF Instructions, which covers animals to be included and a breakdown of each required element.
4. Submit Animal Use Data on time
    a. Submit your Animal Use Data Form to animalcare@smu.ca no later than March 1 of each year.

Appendix A: Example of an animal use data entry for SMU ACC Protocol #21-05A1:

Unique Protocol Number	CI	Protocol Description	Keywords	PAU	Animal Genus and Species	Number of Animals Used	Number of Animals Reused	Protocol Number of First Use	OPTIONAL Animals Carried Over From Previous Year
#21-05A1	C	Hyper-salinity tolerance evolution in killifishes	Fundamental Science; tolerance to environmental stressors	1	Banded Killifish (Fundulus diaphanus)	71	0	n/a	0
#21-05A1	C	Hyper-salinity tolerance evolution in killifishes	Fundamental Science; tolerance to environmental stressors	1	Banded Killifish (Fundulus diaphanus) x Common Killifish (Fundulus heteroclitus) F1 hybrids	57	0	n/a	0

Appendix B: CCAC Presentation Slide: "The Life of a Research Protocol" with Animal Use Data component highlighted: