

Document Name	Best Practices for Animal Use Data Form (AUDF)
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Origin	Research Office Committee on Animal Use and Welfare (CAUW)
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Responsibility for Revision	Research Ethics Coordinator
Responsibility for Implementation	Associate Vice-President Research

From the [CCAC Website under Reporting Instructions and Forms](#):

1) Documentation

“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 **ACC.FORM.011 – MSVU AUD Form**, which assists with the standardization of data collection and analysis.”

While Mount Saint Vincent University (MSVU), in collaboration with Saint Mary’s University (SMU), 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.**

Researchers **must** provide, annually, the SMU Animal Care Committee with a completed Animal Use Data Form (see appendix A for an example). To ensure that this is done successfully:

- 1) Make sure that 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 that the number of animals used does not exceed the approved amount.

***Please see Appendix B for the “The Life of a Research Protocol”*

- 2) Maintain proper records:
 - a) record animal data while experiments are conducted.

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- 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) **Animal Use Data Form must be submitted electronically to animalcare@smu.ca no later than March 1st of each year.**

2) Acknowledgements

MSVU would like to acknowledge that this guidance document has been derived from the Saint Mary's University ACC guidelines: [AUDFBestPractices.pdf \(smu.ca\)](#) (Retrieved February 2023)

3) Document Modification History

Document Number	Key Changes	Effective Date
ACC.INFO.007	Review for content; minor revisions; update to hyperlinks; formatting for accessibility	August 2023
ACC.INFO.007	Original Version	February 2023

Appendix A

Example of an animal use data entry for 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:

