

REGULATION ON ANIMAL CARE PROGRAM OF PONTIFICIA UNIVERSIDAD CATÓLICA DE CHILE

TITLE I. DEFINITIONS

Art. 1°

This regulation contains the norms that govern the Animal Care Program of *Pontificia Universidad Católica de Chile*, hereinafter PCA-UC, for the good treatment of all animals used for experimentation, teaching and extension work, which is supported by ethical criteria and animal welfare, in order to avoid unnecessary suffering and contribute to ensuring the quality, validity and reproducibility of research carried out with animals.

Likewise, it regulates the conduct of the members of the university community in relation to the use and care of animals, following the principle that all those who care for, use or produce animals in this institution must assume responsibility for their welfare. In this way, it will be possible to contribute to the scientific rigor and the integrity of research that society as a whole expects from this community.

Art. 2°

The use of animals at *Pontificia Universidad Católica de Chile* is governed by this Regulation, the other internal regulations of the Institution, the guidelines and norms established, the Declaration of Principles of the University, current national legislation and procedures to which the University expressly adheres for the PCA-UC, including the *Principles of The Three Rs, Replacement, Reduction and Refinement from Russell and Burch*; the *International Guiding Principles for Biomedical Research involving Animals* issued by the *Council for International Organizations of Medical Sciences* and the *International Council for Laboratory Animal Sciences* and, finally, the *Guide for the Care and Use of Laboratory Animals* from *National Research Council*.

Art. 3°

For the purposes of this Regulation, the use of animals is defined as the use of live vertebrates and cephalopods, from the third stage of gestation or incubation, for research, teaching and extension work within the University and/or carried out by members of the university community. All research, teaching and extension activities that consider the use of animals, as defined in this regulation, must be in charge of a Academic Responsible who is a member of the university community. The concept of use includes the acquisition, transport, production, maintenance and all activities carried out as a result of experimental procedures, educational demonstrations, extension activities or of any other nature that involve live animals.

TITLE II. REGARDING CREATION AND AUTHORITIES

Art. 4°

The authorities in charge of the implementation and updating of the Program will be appointed by the Rector and their function will be to support the members of the university community for the good treatment of animals at the University. For this, said authorities will establish the guidelines, procedures, training and conditions to ensure compliance with the regulations. The authorities will be in charge of monitoring the performance of the Program and interacting with regulatory bodies, funding agencies and

accreditation organizations, thus supporting the development of high-quality science. These authorities will be:

- a. The Institutional Officer
- b. The Institutional Veterinarian
- c. The Scientific Ethics Committee for the Care of Animals and the Environment, represented by its President.

Art. 5º

The Institutional Officer will be the Rector's representative in the PCA-UC, and their function falls to the Vice-Rector of Research, who may designate a delegate to represent him, without delegating his responsibility or decision-making. His representative will be duly formalized and documented.

1. In their relationship with the Program, the Institutional Officer will be responsible for:
 - a. Ensuring that the objectives of the Program are in line with the mission of the institution.
 - b. Managing the resources that ensure the conditions for the development of the Program, including training instances for PCA-UC members and members of the university community that use animals.
 - c. Supporting instances of dissemination of the vision and mission of the PCA-UC in front of the university community.
 - d. Supporting instances of internationalization of the PCA-UC, including the strengthening of collaboration networks with other universities that have an equivalent accredited program.
2. In their relationship with the University's Scientific Ethics Committee for the Care of Animals and the Environment, represented by its president according to its own Regulation, the Institutional Officer:
 - a. Will promote an adequate relationship between the committee and the members of the university community, ensuring institutional support for the work of its members.
 - b. Will receive and analyze the reports related to the PCA-UC annually delivered by the Scientific Ethics Committee for the Care of Animals and the Environment, in order to work together on improvements and adjustments and will respond in writing to the Committee.
3. In their relationship with the Institutional Veterinarian, the Institutional Officer:
 - a. Will promote an adequate relationship of the Institutional Veterinarian with the members of the university community and with the Scientific Ethics Committee for the Care of Animals and the Environment, ensuring institutional support for their work.
 - b. Will receive the annual reports from the Institutional Veterinarian in relation to the development and activities of the Program, as well as proposals for improvement to ensure its proper functioning.

Art 6º

The Institutional Veterinarian:

1. Will be the institutional authority responsible for safeguarding the health and well-being of all the animals that are housed and/or used at the University, to guarantee adequate zootechnical and sanitary management, competent and timely medical treatment, sedation, analgesia, anesthesia, surgery and euthanasia, among others. To exercise this supervision and any of its other functions, they can delegate authority to the body of veterinarians, in charge of the

welfare of the animals housed in the University facilities, who guide the researchers and the personnel involved in these procedures.

2. Will be a professional certified by an institution recognized by the State of Chile, with training and experience in animal welfare, as well as in the science and medicine of experimental animals.
3. Will be a regular and voting member of the Scientific Ethics Committee for the Care of Animals and the Environment.
4. Will report to the Institutional Officer the needs for the proper functioning of the program.
5. Will participate in the planning of resources necessary for the operation of the PCA-UC in conjunction with the Scientific Ethics Committee for the Care of Animals and the Environment and the Institutional Official.
6. In qualified cases, in which the welfare of the animal or other animals in the program are at serious risk, they will have the attribution of suspending the use of animals, subjecting them to treatment, quarantine or ordering their euthanasia, being able to delegate this authority to the body of veterinarians. In these cases, the Academic Responsible and emergency contact indicated in the Protocol for the Care and Use of Research Animals will be notified as soon as possible by phone or in writing, with a copy to the president of the Scientific Ethics Committee for the Care of Animals and Environment.
7. Will have the power to give a transitory approval to changes or amendments in a Protocol for the Care and Use of Research Animals previously approved by the Scientific Ethics Committee for the Care of Animals and the Environment, when it considers that it is in benefit of animal welfare and/or when said change does not increase the severity of the procedure.
8. Will have access to the registry and supervision guidelines of all animals used in research, teaching and extension at the University.
9. Will have access to regular visits to the facilities where:
 - a. Animals are housed, as well as the facilities where they are used;
 - b. It is planned to house animals or use animals.The information emanating from said visits will be sent through reports that will be considered by the Scientific Ethics Committee for the Care of Animals and the Environment for the approval of the use of said enclosures.
10. Will participate in the design and approval of the enclosures that are adapted and/or built to house animals or carry out procedures as established in Title V of these Regulations.
11. Will lead the preparation of the job profiles and the selection processes of veterinarians responsible for animal health and welfare in animal facilities and who make up the body of veterinarians, for which they undertake to adhere to its principles and regulations.
12. Will coordinate the body of veterinarians that are part of the PCA-UC.
13. Will participate in the establishment of procedures to comply with national regulations regarding the procurement and transport of animals.
14. Will ensure the proper registration of training and coaching required of PCA-UC staff and members of the university community.
15. Must declare potential conflicts of interest related to research, teaching or outreach work to the other authorities of the PCA.

Art. 7º

The Scientific Ethics Committee for the Care of Animals and the Environment, which is governed by its own Regulations, will be responsible for the evaluation and continuous supervision of all the components of the Program established in the UC Animal Care Program Manual document, namely: the design of facilities for their accommodation and veterinary care. The functions of the Committee will include the review and approval of the protocols for the use of animals, the periodic inspection of the facilities and areas where work with them is performed and where they are housed, the constant evaluation of the care of the animals; and the implementation of a mechanism for the receipt and review of reports of concerns about the welfare of animals used in the institution. The Committee will hold an annual session dedicated to the review of the Animal Care Program, evaluating progress, difficulties and proposals for improvement. From this review a report will be produced that will be sent for discussion with the Institutional Officer and the Institutional Veterinarian.

The details of the functions, attributions and procedures of the Scientific Ethics Committee for the Care of Animals and the Environment are stated in the Regulation on Scientific Ethics Committees of the *Pontificia Universidad Católica* and in its Internal Regulation.

TITLE III. REGARDING OPERATION AND PERSONNEL**Art. 8º**

The Research Ethics and Safety Unit of the University will be in charge of providing administrative and management support to the Program, collaborating in the implementation, articulating initiatives and facilitating communication with the university community.

Art. 9º

There will be a mutual collaboration between the Program and the School of Veterinary Medicine, taking advantage of complementary areas of knowledge both to discuss, modify and create technical criteria, as well as to develop and implement joint initiatives, also promoting the realization of academic activities for the training of students.

Art. 10º

The personnel hired by the UC Animal Care Program must be trained in the basic principles of animal science to ensure their welfare and the scientific quality of the procedures carried out with them. These include veterinarians, veterinary technicians and other related professionals.

Art. 11º

Each facility where animals are housed must be run by a veterinarian certified by an institution recognized by the state and with the training, experience and expertise necessary to adequately assess the health and welfare of the species under their care. These professionals will be part of the body of veterinarians of the UC Animal Care Program and will work in coordination with the Institutional Veterinarian.

Art. 12º

The role of each veterinarian associated with the facilities that house animals will be to ensure the health and well-being of the animals in the facility and will have the power to make decisions when animal welfare is compromised, as appears in point 6 of the Art. 6º.

Art. 13º

The *Pontificia Universidad Católica de Chile* will maintain, for the PCA-UC staff, an occupational health and safety program in accordance with the care and use of animals, consistent with current national legislation and focused on maintaining a safe and healthy environment at the workplace.

TITLE IV. REGARDING THE RELATIONSHIP OF THE UC COMMUNITY MEMBERS WITH THE ANIMAL CARE PROGRAM**Art. 14º**

The PCA-UC establishes that every member of the university community that considers the use of animals for teaching, research and/or extension work, must have the corresponding training. Accordingly, the PCA-UC, with the support of the University, provides instances of education, training and updating to the members of the university community to ensure that they have the knowledge and skills necessary to carry out the procedures in the species they use. All training will be documented and its records shall be kept updated.

Art. 15º

The request to house and use species that do not exist in the University's animal facilities must be communicated in writing to the Institutional Veterinarian who will channel it to the Scientific Ethics Committee for the Care of Animals and the Environment, prior to the start of the activities. As managers of the PCA-UC, the Scientific Ethics Committee for the Care of Animals and the Environment, together with the Institutional Veterinarian, will collect information and communicate with the relevant authorities. Then, in consultation with the Institutional Officer, they will decide favorably or unfavorably based on the information presented, the facilities available to the University and other relevant background. According to this, the Institutional Veterinarian, in conjunction with the body of veterinarians, will provide the necessary advice to implement the use of new species at the University.

TITLE V. REGARDING THE FACILITIES**Art. 16º**

Each University facility that exists, is adapted and/or built to keep animals must allow the implementation of the environmental, accommodation and animal management requirements depending on the species it houses and according to what is detailed in the UC Animal Care Program manual, for which it must have the approval of the Institutional Veterinarian and the Scientific Ethics Committee for the Care of Animals and the Environment.

Art. 17º

Special facilities such as those that require a sanitary barrier or biocontainment (e.g., ABSL2), surgery or procedure rooms, must comply with the specific standards for the type of facility and the animals that will be housed there.

Art. 18º

The space allocations for researchers in each facility that houses animals must be decided by the academic and administrative authorities in charge of it. The decision should take into account the opinion of the veterinarian in charge, in order to respect the PCA regulations at all times.

TITLE VI. REGARDING VETERINARY CARE

Art. 19º

The Institutional Veterinarian, in conjunction with the body of veterinarians in charge of the facilities, will establish the veterinary care plan consisting on the evaluation of animal welfare and the effective management of preventive medicine practices, surveillance, diagnosis, treatment and control of diseases, as well as reproduction plans and environmental enrichment. It will also be the task of this group to develop the guidelines for performing surgeries on animals, control of pain and anguish, the use of anesthesia and analgesia and acceptable euthanasia methods according to species and current regulations. Finally, these guidelines and procedures will include the acquisition and transport of animals in a way that complies with the regulations established by the Animal Care Program and by the Scientific Ethics Committee for the Care of Animals and the Environment.

TITLE VI. REGARDING THE PROCEDURES IN LIGHT OF A NOTIFICATION ON CONCERNS ABOUT THE WELFARE OF ANIMALS USED AT UC

Art. 20º

Any member of the university community may express their concern regarding animal welfare or eventual violation of these Regulations. These concerns may be overt or anonymous, which will be kept confidential as long as the process and legislation allow it. Notwithstanding the foregoing, the PCA-UC will promote the overt complaint, ensuring the confidentiality, non-discrimination of the complainant and their protection against possible retaliation.

Art. 21º

The means of notification of concerns will be by written communication through physical or electronic mailboxes, or directly to one or more of the following entities and/or persons: Scientific Ethics Committee for the Care of Animals and the Environment and/or Institutional Veterinarian and/or the Institutional Official, who must always inform the other two entities within a period of no more than 3 business days after receiving the concern and are in charge of processing it.

Art. 22º

The anonymous notification channels will correspond to physical and electronic mailboxes, the location of which will be announced through the website of the Scientific Ethics Committee for Animal Care and Environment and the UC Animal Care Program.

Art. 23º

Those responsible for the review and investigation of reports and/or complaints of concerns about animal welfare are the Program authorities, mentioned in Art 4º, for which they must establish the relevant procedures. It will be the duty of the Scientific Ethics Committee for the Care of Animals and the Environment to keep a record of the complaint, the procedure carried out, the measures taken and the resolution. Notwithstanding the foregoing, in cases that warrant it, the investigation will continue in accordance with the Regulations on Academic and Disciplinary Responsibility of the university community members.

Art. 24º

The response to the concerns and overt complaints will be made in writing and will include:

1. Communication of the investigation results to any person who has expressed the concern.
2. The measures and actions taken.

TITLE VII. REGARDING DISASTER PLANNING AND EMERGENCY PREPAREDNESS**Art. 25º**

The Research Ethics and Safety Unit of the University is in charge of ensuring that the facilities that house animals have a specific emergency and disaster response plan which will be part of the PCA-UC and must be framed in the general plan of emergencies for facilities housing animals.

Art. 26º

The aforementioned plans must be approved by the University Risk Prevention Department and must form part of the institutional disaster response plan, being coordinated by the Institutional Officer or to whom he delegates this function.

TRANSITORY ARTICLES**Art. 1º**

The authorities in charge of the implementation and updating of the Program will prepare the UC Animal Care Program Manual document within a period of no more than 6 months from the entry into force of these Regulations.

Art. 2º

The Research Ethics and Safety Unit of the University will convene a special commission to prepare a General Emergency Plan for facilities that house animals, within a period of no more than 3 months from the entry into force of these Regulations. This commission will be made up of at least one member of the Institutional Research Safety Committee, a member of the Scientific Ethics Committee for the Care of Animals and the Environment, the Institutional Veterinarian, a member of the University's Risk Prevention Department and a member of the Vice-rectory of Communications of the University. The General Plan will be prepared within 3 months after the formation of the commission and will be sent to the managers of each facility that houses animals.

Art. 3º

Once the General Emergency Plan has been received, each facility that houses animals must develop a specific response plan for emergencies and disasters in conjunction with the academics responsible, depending on their geographical location, administrative dependency and protection priorities, according

to the guidelines of this Regulation. The person in charge of the facility will send it to the Research Ethics and Safety Unit within a maximum period of 2 months. The Unit will send it to the special commission for its review, ensuring the concordance with the general emergency plan, for which it will have a maximum period of 2 months, after which it will be sent to the Risk Prevention Department for final approval.