

DRAFT Standard Operating Procedure: YukonU ACC SOP 05 Aug. 2025
Animal Mortality/Morbidity & Welfare Incidents Reporting Procedures

1. Purpose

The purpose of these procedures is to define the requirements and processes for reporting of compromised animal welfare due to morbidity, mortality, or incidents that may have compromised the health or safety of an animal in the research or teaching program at YukonU. As a Canadian Council on Animal Care (CCAC) certified institution, we are required to report all animal welfare incidents to the YukonU Animal Care Committee (ACC) to ensure they are addressed promptly. Information on animal welfare incidents will be provided to CCAC during the YukonU assessment visit for their review of how the ACC has addressed these.

Some examples of incidents include:

- unplanned mortality or morbidity,
- unplanned euthanasia,
- major injury or disease outbreak
- repeated occurrences of minor injuries of the same nature

2. Definitions and Abbreviations

- ACC - Animal Care Committee
- CCAC – Canadian Council on Animal Care
- PI – Principal Investigator
- YukonU – Yukon University
- VPAR – Vice-Provost Academic and Research
- AUP – Animal Use Protocol
- Animal User – includes personnel intending to use animals as part of a research or teaching project. This includes investigators, post-doctoral fellows, research staff, students, Faculty and instructional Associates, consulting veterinarians, and animal facility staff.
- Morbidity – ill health or compromised welfare as a result of disease or the procedure, or treatment applied. It is the visual manifestation of a diseased state.
- Unexpected morbidity – conditions unrelated to experimental procedures that are not described in the AUP, or if described, are not accurate
- Mortality – death
- Unexpected mortality – unexpected deaths not described in the AUP, including those animals found dead, that die during procedures, or mortalities exceeding the approved baseline mortality.
- Animal welfare incidents – incidents that may not involve morbidity or mortality but may impact animal welfare.

3. Scope

These procedures apply to all research and teaching activities for animals identified on an AUP that are used by faculty/staff/students/research personnel at Yukon University. All personnel working with

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animals must follow approved procedures, monitoring and reporting requirements outlined in the applicable AUP and the YukonU ACC procedures.

If the mortality or morbidity is unexpected and/or the result of a procedure approved on a teaching or research Animal Use Protocol, then a Morbidity/Mortality/Animal Welfare Incident (MMI) form must be submitted to the ACC Coordinator for review by the ACC consulting veterinarian and ACC Chair. Any other welfare incidents must also be reported using the MMI form. This form should be used for field or wildlife studies. It should also be used to report bycatch and over catch of species in the field. An incident of animal welfare concern can be reported, without discrimination or fear of reprisal, by any faculty, student, or other individuals witnessing a situation that causes them to have a concern about the care and use of teaching and research animals for YukonU activities. The form for anonymous reporting can be found on the [YukonU website, Form 7 - Reporting Concerns Regarding Animal Care and Use in Research and Teaching Form](#).

4. Roles & Responsibilities

- a. The YukonU ACC is responsible for:
 - i. Oversight of these reporting guidelines.
 - ii. Ensure monitoring and compliance of approved AUPs.
 - iii. Reviewing submitted animal welfare incident reports at regularly scheduled meetings
 - iv. Reporting of incidents to the CCAC.
- b. The PI is responsible for:
 - i. Describing expected baseline mortalities and morbidities in AUPs.
 - ii. Ensuring 24-hour emergency contact information is available to any research personnel, veterinarian, ACC Coordinator, and ACC members responding to animal health concerns
 - iii. Ensuring morbidities and mortalities are reported. This should be done as soon as possible following the occurrence of a MMI and must be included in annual and full protocol renewal.
- c. Research and Teaching Personnel are responsible for:
 - i. Responding to incidents of morbidity and mortality, and reporting these incidents to PIs and the ACC Veterinarian
- d. ACC Consulting Veterinarian is responsible for:
 - i. Ensuring animals receive appropriate treatment, care or euthanasia in collaboration with research and teaching personnel
 - ii. Investigates MMIs and reports MMI information to the ACC.
- e. Vice Provost Academic and Research (VPAR) is responsible for consulting with the ACC if resolution of the incident cannot be reached.

5. Procedures

Incidents must be reported within 48 hours of occurrence by completion of Form 5 – ACC Incident Report (YukonU Animal Care webpage [Forms and Guidelines](#)).

When an Animal Incident occurs, protocol personnel should:

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- Promptly inform the principal investigator/instructor (PI) for the protocol if he/she is not present.
- Promptly contact the Consulting Veterinarian for advice on animal care if needed.
- Retain any animal carcasses until consultation with the Veterinarian,
- Conduct an initial investigation of the nature and possible causes of the Incident, in consultation with the ACC veterinarian and ACC coordinator. In the case of animal death for unknown reasons, necropsy should be considered.
- Develop a plan of action to treat ill or injured animals (if applicable) and to prevent the recurrence of the Incident; again, this should be done in consultation with the ACC veterinarian or ACC Coordinator.
- **Submit the MMI Form to the ACC Coordinator via e-mail at vwalker@yukonu.ca**
 - *(Note: In the event of an animal incident, a [YukonU incident report](#) should also be submitted following YukonU's submission processes within 24 hours of the incident if possible. This YukonU incident report form is available on the [website](#), or access the form [here](#).)*
- Information should be submitted within 48 hours of the incident, even if the researcher/instructor and/or final plan of action are not yet complete. If in the field, complete the form immediately upon returning from the field.
- The Initial Report should include whatever is known about the incident and any preliminary plans to treat animals and to prevent recurrence. This may include temporarily halting or altering procedures until the incident has been fully investigated.
- If the initial report contains complete information on the Incident and Plan of Action, no further reporting is required, but the form should be submitted and signed by all parties listed on the form.
- A follow-up report must be submitted if the initial report was incomplete concerning either the nature of the incident or the Plan of Action. The follow-up form should be submitted as soon as the investigation is completed, and the Plan of Action is developed, and should be signed by the PI and the Supervisor of your section. The report should include the Plan of Action for any continuing treatment and to prevent the recurrence of the Incident.
- The report becomes part of the health record of animals for the AUP file.

For additional information, see the [CCAC Frequently Asked Questions for CCAC Reportable Animal Welfare Incidents](#)

Questions about these procedures should be addressed to the ACC Coordinator (vwalker@yukonu.ca) or ACC Chair (vryan@yukonu.ca)