



Procedures for Requesting Exemption  
from the Inclusion of Registered Veterinary Technicians in AUPs

**Procedure for requesting exemption to the inclusion of *Registered Veterinary Technicians in AUPs* Policy**

The Principal Investigator will:

- 1) complete the \_\_\_\_\_ (APP1) to request that an individual with equivalent experience serves as an 'Alternate' to a Registered Veterinary Technician (RVT), per the Policy, and submit it to the Office of the Animal Care Committee (OACC) ([acc@uwo.ca](mailto:acc@uwo.ca)) a minimum of two months in advance of need.

The OACC will:

- 2) forward the form to the Institutional Veterinarian and provide administrative support.

The Institutional Veterinarian will:

- 3) review the exemption request and undertake a competency assessment of the Alternate, and
- 4) complete the portion of the \_\_\_\_\_ to include their recommendation and present it to the ACC Executive.

The ACC Executive in collaboration with the Institutional Veterinarian will:

- 5) determine whether the Alternate is approved to serve in place of a Registered Veterinary Technician for the procedures specified in the form.

The OACC or ACC Leader will:

- 6) Notify the requestor (PI) of the decision and append the \_\_\_\_\_ to the related AUP.
- 7) Maintain all related records, including the \_\_\_\_\_.



## Appendix 1-RVT Exemption Request Form

This form is intended for Principal Investigators requesting exemption from the (POL-006). Please complete this form and forward to [acc@uwo.ca](mailto:acc@uwo.ca) at minimum two months in advance of need. Please note that a competency assessment will be undertaken by an Institutional Veterinarian in response to this request.

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1. Request Date – Click or tap here to enter text.
  2. Principal Investigator
    - a. Name: Click or tap here to enter text.
    - b. Email: Click or tap here to enter text.
    - c. Contact #: Click or tap here to enter text.
  3. Animal Use Protocol #(s) – Click or tap here to enter text.
  4. Species – Click or tap here to enter text.
  5. Requested Alternate to a Registered Veterinary Technician - Contact Information
    - a. Name: Click or tap here to enter text.
    - b. Email: Click or tap here to enter text.
    - c. Contact #: Click or tap here to enter text.
  6. Required Technical Responsibilities and Duties – Please provide an outline of technical responsibilities and duties requested to be undertaken by the above-named individual and as outlined within the AUP.  
Click or tap here to enter text.
  7. Exemption Criteria – Please provide details specific to this requested Alternate regarding their:
    - a. Technical capabilities – Click or tap here to enter text.
    - b. Experience with required skills – Click or tap here to enter text.
    - c. Experience with related species – Click or tap here to enter text.
    - d. Knowledge of humane care and use of animals in a research setting – Click or tap here to enter text.
    - e. Consistent adherence to humane principles – Click or tap here to enter text.
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