

# CCAC REPORTABLE ANIMAL WELFARE INCIDENT INITIAL NOTIFICATION FORM

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Certified institutions must notify the Canadian Council on Animal Care (CCAC) of reportable animal welfare incidents within 14 days of occurrence, whether resolved or not, as outlined in the [CCAC policy: Certification of ethical animal care and use programs](#)

A CCAC reportable animal welfare incident refers to an event that leads to significant mortality for animals used in research, teaching, or testing, or poses an immediate and significant threat to animal health or welfare. If you are unsure of whether an event should be reported, please promptly [contact the CCAC](#)

Please provide as much preliminary information as possible. At this point, the CCAC is primarily interested in knowing if animals are still at risk and if immediate safeguards have been put in place to avoid reoccurrence. Details about the incident, the review conducted by the animal care committee and their decisions, or the correction of deficiencies (e.g., equipment replacement, refinement/development of procedures) should be part of follow-up reporting using the [CCAC Reportable Animal Welfare Incident Form](#). If all of the information about an incident can be provided within 14 days of occurrence, institutions can use the [CCAC Reportable Animal Welfare Incident Form](#) instead.

This form should be completed and signed by the animal care committee chair, the attending veterinarian, or a delegate and [sent to the CCAC](#). A copy should also be forwarded to the senior administrator responsible for the ethical animal care and use program at the institution.

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INITIAL NOTIFICATION FORM

Contact Information

Name of institution

