

COLLEGE POLICY

Policy Title:	Animal Care and Welfare
Policy ID:	#9-901
Manual Classification:	Animal Care and Welfare
Approved by Board of Governors:	<i>Original:</i> September 25, 2019
Revision Date(s):	N/A
Effective Date:	October 1, 2019
Next Policy Review Date:	October 1, 2022
Administrative Contact for Policy Interpretation:	Office of the Vice-President Academic and Office of Applied Research
Linked to an Operating Procedure:	#9-901A - #9-901G (inclusive)

Policy Statement

Fleming College is committed to conducting teaching and research in accord with the highest ethical standards. As such Fleming College is committed to ensuring that all activities involving animals will meet or exceed the standards outlined by the Canada Council on Animal Care (CCAC) and by provincial guidelines and statutes. Explicitly, Fleming College is subject to the Animals for Research Act (Ontario) and its Regulations.

Fleming College's Animal Care Committee (ACC) is formally responsible for ensuring that all activities involving animals comply with the Animals for Research Act and the guidelines of the CCAC. The ACC evaluates all activities involving animals within a framework of these standards and legislations. It is the responsibility of the ACC to establish procedures to ensure compliance with applicable regulations.

Only those who receive approval from the ACC may use animals for educational or scientific purpose. This includes animals on display for events, animals involved in fieldwork off-campus, and animals occupying College space. Excluded are service animals used by a person with a disability.

Purpose

The purpose of this policy is to identify the process for ethical and humane use and responsible care of animals used for education and research at Fleming College.

Scope

This policy applies to all educational and research activities involving animals. This includes activities:

- a) Conducted by Fleming College Faculty, Staff and Students;
- b) Using Fleming College equipment, facilities or resources; or
- c) Undertaken under the auspices of or on affiliation with Fleming College

Definitions/Acronyms

Animals: The term "animal" refers to all non-human living vertebrates and higher invertebrates as defined by the CCAC.

Animals for Research Act: Part of Ontario's animal protection Acts and regulations, specific to research animals.

Activities: This policy and related procedures and forms apply to:

- a) College instructional programs (certificates, diplomas, continuing education and others);
- b) College research as defined by the CCAC and Animals for Research Act;
- c) All activities pertaining to the care and use of animals including sample collection, breeding, holding, competition, and display.

Animal Care Committee (ACC): institutional animal care committee "responsible for overseeing all aspects of animal care and use and for working with animal users, animal care personnel and the institutional administration" (CCAC).

ACC Subcommittee: A subcommittee of the Animal Care Committee which includes the ACC Chair, the veterinarian, and a community member.

ACC Coordinator: An administrative role dedicated to providing the ACC and Principal Investigators (PIs) with support for ACC and AUP-related activities as outlined by CCAC. Acts as a liaison between ACC and Principal Investigator, Merit Committee and external agencies. Provides and gathers information on AUPs, moves AUPs through approval and review process.

Animal Care Facility: An ACC approved facility built in alignment with national and provincial regulations, which accommodates controlled environments for animal husbandry activities.

Animal Holding Facility Staff: A trained, as per CCAC Animal User Training Program, competent individual responsible for the maintenance of the animal care facility and related animal husbandry activities.

Animal User: All individuals who are either engaged in animal-based science, including educational activities, or animal husbandry activities.

Animal Use Protocol (AUP): formal application for animal-based activities, which provides details about the specific research or teaching project, explains justification of the use of animals, lists the Animal Users involved in the project and details the procedures to be performed on the animal.

Canadian Council on Animal Care (CAC): Canadian organization responsible for setting and maintaining standards for the ethical use and care of animals in science.

Community Member: Any non-college person living in the province of Ontario.

Principal Investigator: An individual employed by Fleming College who has primary responsibility for the animals used in teaching or research and who is designate as such on the Animal Use Protocol.

Research: An undertaking intended to extend knowledge through a discipline inquiry or systematic investigation.

Standard Operating Procedure: Set of step-by-step instructions compiled by Fleming College to carry out routine or repetitive activities.

Veterinarian: A licensed veterinarian who is providing advice concerning animal health and wellbeing.

Wildlife: Animal sourced from or in their natural habitat.

General Principles

1. Animal Care Committee (ACC):

The Animal Care Committee is the approving body established by Fleming College to review and approve all animal care, animal use, and to ensure compliance with CCAC standards for the ethical use and care of animals in science. The ACC's membership, authority, responsibility and related procedures are outlined in "Sir Sandford Fleming College Animal Care Committee – Terms of Reference".

2. Animal Utilization Protocol (AUP):

All activities involving live animals, as per CCAC guidelines, must be covered at all times by an AUP. An AUP provides details about animal care and use for educational activities or research projects, including animals on display for events, animals involved in fieldwork off-campus, and animals occupying College space.

Prior to conducting animal-based activities or acquiring animals, the PI must possess a current, approved AUP. The AUP is specific for the project and outlines in detail the activity and procedures to be performed on the animal. The ACC and College Administration shall ensure that an approved AUP is in place prior to any activity involving animals.

Exception are demonstrations involving animals being brought in by an external person if the animal is not touched and/or handled by any Fleming College community member (SOP G7.1 – For Transit Holding of Live Animals by Fleming Guests).

3. Pedagogical and Scientific Merit Review:

It is Fleming College's responsibility to ensure that the appropriate mechanisms are in place to evaluate the pedagogical and scientific merit of animal use in teaching and research. The process is based on CCAC guidelines and is outlined in the policies for pedagogical and scientific merit review.

4. Post Approval Monitoring (PAM):

All activities involving live animals are subjected to post approval monitoring. It is the responsibility of the ACC to ensure that the activities are performed as outlined in the AUP. Incidences and concerns have to be captured and reported to the ACC.

5. Animal User Training and Education:

It is the responsibility of the ACC to ensure that all animal users have the theoretical knowledge and practical skills to competently perform the task involving live animals. All Fleming College staff working with animals must be aware of the ethical issues associated with the use of those animals and must be knowledgeable about the Three Rs (replacement, reduction, refinement) and the principles of humane experimental sciences.

The ACC maintains the Animal User Training Program based on CCAC guidelines.

6. Incident Reporting and Reporting of Concerns:

Any Fleming College community member has the responsibility and moral obligation to report circumstances that may be in breach of animal welfare or compliance to the Animal Care Committee. It is the responsibility of the PI to report all unanticipated incidences or mortalities to the Animal Care Committee for consideration.

7. Animal Husbandry:

It is Fleming College's responsibility to ensure that all Animal Holding Areas associated with Fleming College's community align with national and provincial standards, including the Canadian Council on Animal Care's (CCAC) guideline on the Husbandry of animals in science (2017).

Related Documents

- OP 9-901A Animal Care and Welfare Procedure - Animal Use Protocol
 - Animal Use Protocol
- OP 9-901B Animal Care and Welfare Procedure - ACC Terms of Reference
- OP 9-901C Animal Care and Welfare Procedure - Scientific Merit Review of AUPs
 - Scientific Merit Assessment Form
 - Scientific Merit Review Form
- OP 9-901D Animal Care and Welfare Procedure - Pedagogical Merit Review of AUPs
 - Pedagogical Merit Assessment Form
 - Pedagogical Merit Review Form
 - Student Feedback Form
- OP 9-901E Animal Care and Welfare Procedure – Post Approval Monitoring
 - Animal Use Protocol Post Monitoring Assessment Form
 - Post Approval Monitoring Report
- OP 9-901F Animal Care and Welfare Procedure - Animal User Training and Education
 - Training Exemption Form
 - Animal Care and Welfare Procedure – Animal Husbandry
 - Incident Report Form
- OP 9-901G Animal Care and Welfare Procedure – Reporting of Concerns
 - Animal Welfare and Compliance Report

Appendices

- Appendix 1 – Document Reference
- Appendix 2 – Process Flowchart

Review / Revision Log

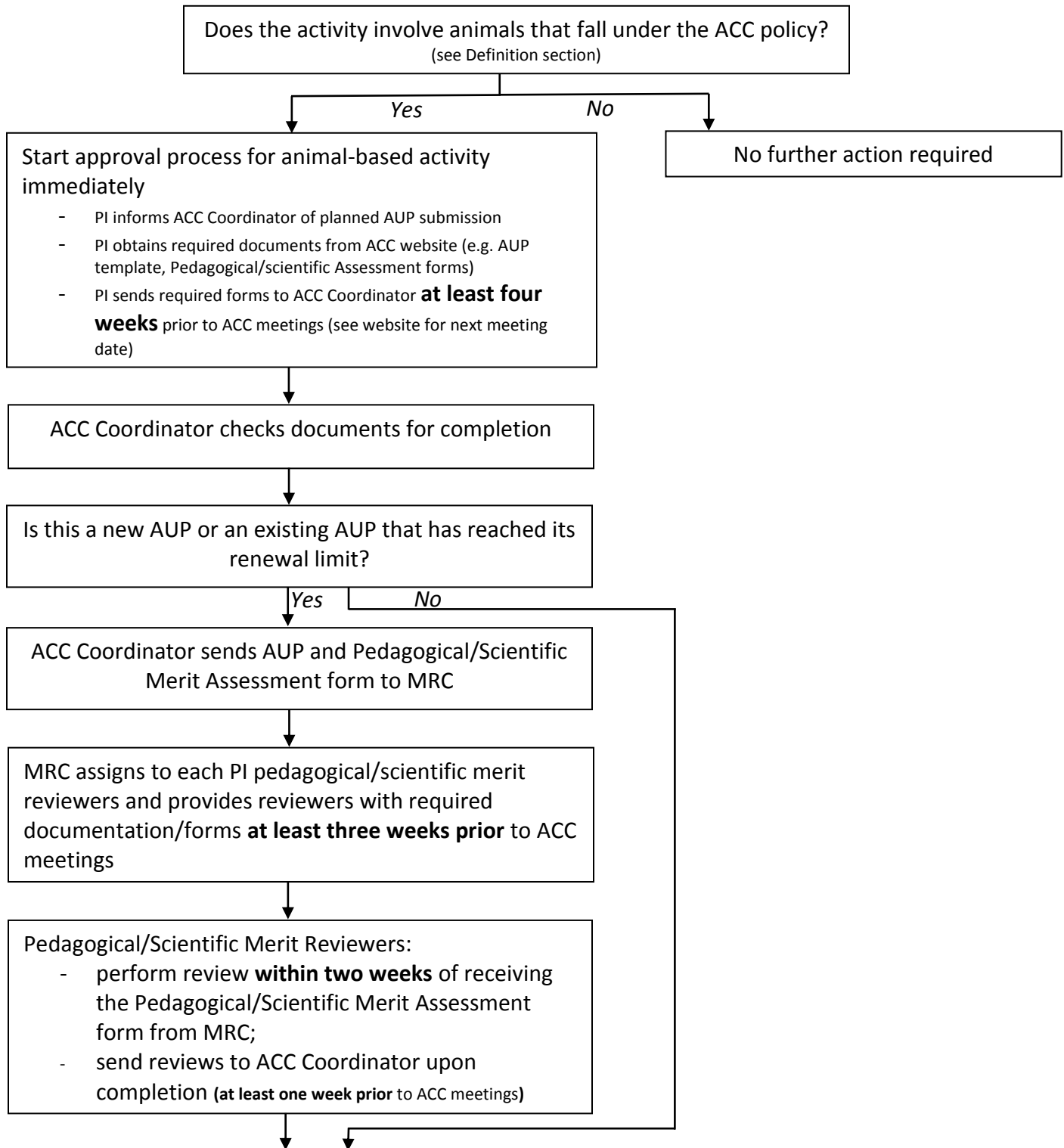
Summary of Changes	Date
New Policy	Approved by Board of Governors September 25, 2019, Public Mtg

Appendix 1 – Document Reference

- Animal Care and Welfare Procedure - ACC Terms of Reference
 - Outlines the Terms of Reference of Fleming College's Animal Care Committee
- Animal Care and Welfare Procedure - Animal User Protocol
 - Outlines the procedures for the submission, review and approval of Animal Use Protocols associated with educational and research activities involving live animals.
- Animal Use Protocol
 - Serves as a basis for the ACC approval of activities involving live animal. Outlines the activity involving live animals and shall be completed by Principal Investigator.
- Animal Care and Welfare Procedure - Scientific Merit Review of AUPs
 - Ensures that all research projects involving animals are subjected to an independent review by expert peers and outlines the process for scientific merit review.
- Scientific Merit Assessment Form
 - Intended for use by scientists using animals in research and serves as a basis for assessment by a Scientific Merit Reviewer in accordance with the Scientific Merit Policy and shall be completed by the Principal Investigator.
- Scientific Merit Review Form
 - Intended for use by the Scientific Merit Reviewers who have been selected to review a proposed applied research project in accordance with the Scientific Merit Policy
- Animal Care and Welfare Procedure - Pedagogical Merit Review of AUPs
 - Ensures that all teaching activities involving animals are subjected to an independent review by expert peers and outlines the process for pedagogical merit review.
- Pedagogical Merit Assessment Form
 - Serves as a basis to assess the pedagogical merit of the use of animals in teaching in accordance with the Animal Use Policy and shall be filled out by the Principal Investigator.
- Pedagogical Merit Review Form
 - Serves as a basis to assess the pedagogical merit of the use of animals in teaching in accordance with the Animal Use and shall be completed by Pedagogical Merit Reviewers.
- Student Feedback Form
 - Student feedback form for the use of animals in teaching and testing. Part of the pedagogical merit review and shall be completed by students participating in activities involving live animals.
- Animal Care and Welfare Procedure – Post Approval Monitoring
 - Outlines the procedures for post-approval monitoring of Animal Use Protocols associated with educational and research activities involving live animals.
- Animal Use Protocol Post Monitoring Assessment Form
 - Used by Animal Care Committee members for post-approval monitoring site visits
- Post Approval Monitoring Report
 - Part of the past-approval monitoring of activities involving live animals and shall be completed by Principal Investigator.

-
- Animal Care and Welfare Procedure - Animal User Training and Education
 - Outlines the Animal User Training Program which shall be completed by all animal users.
- Training Exemption Form
 - Serves as a basis to review exceptions from some training requirements and shall be completed by animal users for review by ACC.
- Animal Care and Welfare Procedure – Animal Husbandry
 - Ensures alignment of animal husbandry practices with provincial and national standards, including the CCAC’s guideline on Husbandry of animals in science (2017).
- Incident Report Form
 - Used for reporting unexpected animal related mortalities or incidences in accordance with the Animal Use Policy.
- Animal Care and Welfare Procedure – Reporting of Concerns
 - Outlines responsibilities and guidelines regarding of the process when animal welfare and compliance concerns of animal-based educational or research activities are raised.
- Animal Welfare and Compliance Report
 - Intended for use by the ACC Coordinator and/or ACC Chair to record any concern regarding animal welfare and/or compliance.

Appendix 2 – Approval Process Flowchart for animal-based activities



At least 2 days prior to ACC meetings:
ACC Coordinator forwards completed AUPs and Pedagogical/Scientific Merit Reviews to ACC members for review

for animal-based activities (cont.)

Appendix 2 – Approval Process Flowchart



ACC members review AUP and supporting documentation during ACC meeting

Post-ACC Meeting:
ACC Coordinator will inform PI of approval status and potential revision requirements in writing **within two weeks**

Post animal-based activity:

- PI completes Post-Approval Monitoring Report (PAM), solicits Student Feedback if applicable and completes Incident Report form if applicable;
- PI sends forms to ACC Coordinator **within four weeks** of completion of animal-based activity