

Policy Title:	Animal Care and Welfare
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Approved by:	Board of Governors
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Contacts for Policy Interpretation:	Vice President Applied Research and Innovation

1.0 - Policy Overview

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. Furthermore, federal funding for research from the Tri-Agency is dependent upon having appropriate animal care protocols in place.

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.

2.0 - Purpose

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

3.0 - Definitions and Acronyms

The following definitions and/or acronyms apply in this Policy and affiliated Procedures:

Animals	The term "animal" refers to all non-human living vertebrates and higher invertebrates as defined by the CCAC.
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Animals for Research Act	Part of Ontario's animal protection Acts and regulations, specific to research animals.
Activities	<p>This policy and related procedures and forms apply to:</p> <ul style="list-style-type: none"> 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 Care 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 (CACC)	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.
Competency	Ability to effectively perform a particular task in relation to the care, maintenance, or use of animals, while ensuring their welfare is protected as far as possible within the constraints of any approved Animal Use Protocols

	(AUPs).
Concerns	Any animal health and welfare, human safety or AUP related issue raised by any Fleming or community member.
Merit Review Committee (MRC)	Subcommittee of the Animal Care Committee (ACC) which includes the ACC Chair and at least two internal ACC members
Pedagogical Merit Reviewers	Peer reviewers, external to the ACC, with knowledge of pedagogy and replacement alternatives to animal-based teaching or training. These reviewers must be independent of the PI and the ACC to ensure an impartial evaluation of the proposed research.
Personnel working with animals	Animal users as well as those involved in the care and husbandry of animals used in research and teaching.
Principal Investigator (PI)	An individual employed by Fleming College who has primary responsibility for the animals used in teaching or research and who is designated as such on the Animal Use Protocol.
Research	An undertaking intended to extend knowledge through a discipline inquiry or systematic investigation.
Scientific Merit Reviewers	Peer reviewers, external to the ACC, with the background to review the scientific merit of the proposed animal-based research. These reviewers must be independent of the PI and the ACC to ensure an impartial evaluation of the proposed research.
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.

4.0 - Scope

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

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

5.0 - General Principles

5.1 - Overview

To ensure humane and ethical use of animals in teaching and research all such use must be vetted and approved by the Animal Care Committee (ACC). Any activity involving live animals will be covered by an Animal Use Protocol (AUP) which must be approved by the ACC before the activity commences. The ACC will ensure pedagogical and scientific merit review is applied

to AUPs before approving them. The ACC will ensure ongoing compliance with AUPs via Post Approval Monitoring (PAM), training of Animal Users, and oversight of animal husbandry.

5.2 – Animal Care Committee (ACC)

The Animal Care Committee (ACC) is the approving body established by Fleming College to review and approve all animal care and 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 Procedure #OP 9-902A Animal Care Committee Terms of Reference.

5.3 – Animal Use 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. Details can be found in Procedure #OP 9-902B Animal Use Protocols.

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.

5.4 – 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 Procedures for scientific (#OP 9-902C) and pedagogical (#OP 9-902D) merit review.

5.5 – 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. Details can be found in Procedure #OP 9-902E Post Approval Monitoring (PAM).

5.6 – 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 required tasks 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. Details can be found in Procedure #OP 9-902F Animal User Training Program.

5.7 – 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. Details can be found in Procedure #OP 9-902G Reporting of Concerns.

5.8 – Animal Husbandry

It is Fleming College's responsibility to ensure that all Animal Care 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). Details can be found in Procedure #OP 9-902H Animal Husbandry.

6.0 - Related Documents

- Animals for Research Act, R.S.O. 1990, c. A.22
- Tri-Agency Framework: Responsible Conduct of Research (2016)
- Canadian Council on Animal Care: Ethics of Animal Investigation
- Canadian Council on Animal Care: Terms of Reference for Animal Care Committees
- Canadian Council on Animal Care: Social and Behavioral Requirements of Experimental Animals (SABREA)
- Canadian Council on Animal Care: Categories of Invasiveness in Animal Experiments
- Operating Procedure #9-902A: Animal Care Committee Terms of Reference
- Operating Procedure #9-902B: Animal Use Protocols
- Operating Procedure #9-902C: Scientific Merit Review of Animal Use Protocols (AUPs)
- Operating Procedure #9-902D: Pedagogical Merit Review of Animal Use Protocols (AUPs)
- Operating Procedure #9-902E: Post Approval Monitoring (PAM)
- Operating Procedure #9-902F: Animal User Training Program
- Operating Procedure #9-902G: Reporting of Concerns
- Operating Procedure #9-902H: Animal Husbandry

History of Amendments/Reviews

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