

Procedure Title:	Animal User Training Program
Procedure ID:	#OP 9-902F
Manual Classification:	Section 9 – Applied Research
Linked to Policy:	#9-902 Animal Care and Welfare
Approved by Senior Management Team:	January 10, 2022
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Next Review Date:	
Contacts for Procedure Interpretation:	Vice President Applied Research and Innovation

1.0 – Purpose

The purpose of this procedure (the “**Procedure**”) is to foster a culture of compassion and respect for animal life while providing animal users with the necessary knowledge, skills and competency to perform their tasks in alignment with the Three R's, as per CCAC guidelines (2015).

The Three R's tenet is embedded in the conduct of animal-based science in Canada and encourages individuals to:

- **Replace** - avoid or replace the use of animals wherever possible
- **Reduce** - employ strategies that will result in fewer animals being used and which are consistent with sound experimental design
- **Refine** - modify husbandry or experimental procedures to minimize pain and distress

Terms not defined in this Procedure have the same meaning found in Policy #9-902 Animal Care and Welfare.

2.0 – Procedure

2.1 - Overview

The *Canadian Council for Animal Care (CCAC) guidelines on: Training of personnel working with animals in science* (2015) requires that all personnel involved with the use of animals in science must be adequately trained in the ethical issues associated with the use of animals and in principles of laboratory animal science. It is Fleming College's responsibility to determine the relevant requirements for personnel, student workers and students and to create training programs that meet CCAC requirements.

2.2 – Procedural Guidelines for the Animal User Training Program

- a) Animal User Training Programs must align with the Three R's, as per CCAC guidelines on: training of personnel working with animals in science (2015).

- b) All Animal Users involved in the care and use of animals must possess
 - Knowledge of ethical issues of using animals for scientific purposes
 - Understanding of the Three Rs tenet
 - Awareness of principles of experimental animal science relevant to their area of work
 - Knowledge, skills and competency required to carry out tasks involving animals, including handling of animals
- c) It is the responsibility of the Animal Care Committee (ACC) to determine Animal User training requirements, develop and maintain training program content, maintain training records, and ensure Animal User training is offered with adequate frequency. Training of practical skills should be provided in proximity to the time when the skills are required. The ACC will communicate training requirements to Animal Users and their supervisors.
- d) All Animal Care Facility staff and anyone listed on an Animal Use Protocol must complete the training program, including the PI and all individuals who are responsible for the care and use of animals under an approved AUP.
- e) Animal Users must complete the CCAC-mandated training prior to undertaking animal-based science or animal care work.
- f) The training is valid up to three years and has to be renewed for every new AUP proposal submission.

2.3 – Record of Completion

- a) All Animal Users must submit a record of completion to the ACC Coordinator prior to commencement of any work involving animals.

2.4 – Training Exemptions

- a) Exceptions from some training requirements may be requested and will be reviewed by the ACC based on demonstrated experience or completion of an equivalent course.
- b) Animal Users must submit a Training Exemption form along with supporting documentation to the ACC Coordinator.
- c) The ACC will review the request and inform the Animal User in writing if the exemption was granted or if institutional training is required.

2.5 – Training Program

- a) All Animal Users, including students, must complete the following module as per CCAC standards prior to commencement of any work involving animals covering:
 - Ethics in Animal Experimentation
 - Three Rs of Humane Animal Experimentation
 - Occupational Health and Safety
 - Guidelines, legislation and regulations
- b) All Animal Users must demonstrate the practical skills prior to commencement of any activity involving animals.
- c) This training is in addition to any species, operational, or procedural specific references and/or documents that are deemed appropriate by the PI and/or the ACC.

3.0 – Related Documents

- Animals for Research Act, R.S.O. 1990, c. A.22
- 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: Guidelines on: Training of Personnel Working with Animals in Science
- Policy #9-902 Animal Care and Welfare
- 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 #9-902G: Reporting of Concerns
- Operating Procedure #9-902H: Animal Husbandry
- Training Exemption Form

4.0 – History of Amendments & Reviews

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