

<b>Animal User Training</b>			
<b>Parent Policy</b>	Animal Ethics Policy		
<b>Policy Sponsor</b>	Provost and Vice President Academic	<b>Category</b>	Academic
<b>Policy Contact</b>	Associate Vice President, Research	<b>Effective Date</b>	May 22, 2019
<b>Procedure Contact</b>	Research Ethics Officer	<b>Review Date</b>	May 22, 2024

### 1. Purpose

The purpose of this procedure is to define the training requirements for all animal users.

Define the responsibilities of different members of the animal care and use program with respect to animal user training.

Define the components of the animal user training program.

Define how animal user training records will be validated and maintained.

### 2. Scope

This procedure applies to all Athabasca University (University) researchers who propose to use animals for research.

### 3. Definitions

<b>Animal</b>	Any living non-human vertebrate and any living invertebrate of the class Cephalopoda, including free-living and reproducing larval forms, used for research purposes by Athabasca University researchers.
<b>Athabasca University Animal Care Committee (AUACC)</b>	The Committee responsible for the ethics review and post-approval monitoring of all animal use by Athabasca University researchers.

<b>Canadian Council on Animal Care (CCAC)</b>	The national organization responsible for setting and maintaining standards for the ethical use and care of animals used in science.
<b>Peer Review for Scientific Merit</b>	The review of the research proposal by two or more researchers, who have the technical expertise to assess the science of the protocol and are at arm's length from the research team and the AUACC.
<b>Principal Investigator (PI)</b>	A member of the academic staff who is responsible for the design, conduct, supervision and oversight of the care and use of animals in research as described in an approved animal use protocol.
<b>Researcher</b>	Anyone who conducts research activities. Includes, but is not limited to, faculty, undergraduate and graduate students, post-doctoral fellows and other personnel involved directly or indirectly in research, including research assistants/associates, technical and support staff, adjunct professors, visiting professors, and institutional administrators.
<b>Science Animal Support Services (SASS)</b>	Animal facility, established and operated by partner institutions (i.e. University of Alberta) as an ongoing administrative unit to provide veterinary and animal care staff, infrastructure, training, oversight and other resources to support the use of animals in research, teaching and testing by University researchers.

#### 4. Guiding Principles

The Canadian Council on Animal Care (CCAC) guidelines mandate that “All personnel involved in the user of animals in research, teaching and testing must be adequately trained in the principles of laboratory animal science and the ethical issues involved in animal use.” This includes principal investigators, research staff, trainees, animal care staff, etc.

Athabasca University adopts the University of Alberta training program for animal users, Part 1: Ethics of Animal Use and relevant Part 2: Species Specific Training Modules, as meeting CCAC requirements (procedure appended). All AU staff who use animals for research, must either complete these training programs, or provide evidence of animal ethics training completed elsewhere that satisfies these requirements.

##### 4.1 Animal User Training Program

The Animal User Program has two major components: theoretical and practical.

- a) Ethics of Animal Use Training
  - i. Part 1 training includes the following core topics: regulations and animal welfare, moral, legal and ethical issues and the concept of the Three Rs (Reduction, Refinement and Replacement).
  - ii. Part 1 training is based on material developed by CCAC and other CCAC accredited institutions, including the University of Alberta. Part 1 training is reviewed at minimum every three years by the UofA UAPWC. -The UofA REO, on behalf of the UAPWC, manages and maintains course content.
  - iii. Part 1 training is normally delivered online. UofA REO manages access to the online course and maintains secure online records of all users who have successfully completed ethics of animal use training for reference by members of the animal care and use program.
  
- b) Species, Technique and Other Training in Animal Use  
All staff and trainees who handle or care for animals used in research, teaching or testing must be knowledgeable about the animals in their care and trained in the appropriate technical skills for the work they will perform.
  - i. Part 2 training is organized by species. The five core components of Part 2 species training are: basic biology, husbandry, handling and restraint, euthanasia, zoonoses and human safety.
  - ii. The Director of the Science Animal Support Unit (UofA) is responsible for ensuring delivery and oversight of Part 2 training for the animal work commonly supported by the unit.
  - iii. Training provided by the Science Animal Support Unit will incorporate both approved unit level Standard Operating Procedures (SOPs) for animal care and use and approved institutional SOPs.
  - iv. The Director of the Science Animal Support Unit may delegate species and procedure/technique training duties to their staff commensurate with their qualifications.
  - v. Successful user training results will be transmitted to the UofA REO using forms developed by the REO for that purpose. REO will maintain these training records in a secure online system for access by members of the animal care and use program in the course of their work, including the REO at AU.
  - vi. The Director of the Science Animal Support Unit should also ensure research personnel receive orientations to their facilities, equipment and processes, including unit-level operations SOPs.

#### 4.3 Supplemental Training

- a) By participating in the continuing education opportunities for animal users provided by the UofA, the University can promote best practices and an institutional response to new procedures, the three Rs (Reduction, Replacement and Refinement).
- b) As an animal user's responsibilities and activities change, s/he will be required to complete additional species and/or technique or procedure training.
- c) Post-Approval Monitoring personnel, veterinarians and animal care staff will meet with PIs and research staff to discuss and observe procedures and make recommendations, as necessary, about ways of addressing possible deficiencies.
- d) In cases of sub-optimal or unsuitable animal handling procedures, AUACC, the Director of the Science Animal Support Unit, and the Post-Approval Monitoring Coordinator are all authorized to require additional training.

#### 5. Applicable Legislation and Regulations

The care and use of animals in research is to be carried out in accordance with federal and provincial legislation and regulation, including the most recent versions of the following:

[Canadian Council on Animal Care \(CCAC\)](#)

[Tri-Agency Agreement on the Administration of Agency Grants and Awards](#)  
(2012, December and as amended from time to time).

[Animal-Based Projects Involving Two or More Institutions \(CCAC\)](#)

[Animal Protection Act](#) (Government of Alberta)

[Animal Protection Regulation](#) (Government of Alberta)

*Agreement on Animal Research Ethics Review* between the Governors of the University of Alberta and the Governors of Athabasca University (2019, and as amended from time to time).

[Athabasca University Animal Ethics Policy](#)

[Athabasca University Research Integrity Policy](#)

[Athabasca University Breach of Research Integrity Procedures](#)

[University of Alberta Animal Ethics Policy](#)

## 6. Related Procedures/Documents

[Animal Care Committee Roles and Responsibilities Procedure](#)  
[Animal Care and Use Appeal of an AUACC Decision Procedure](#)  
[Animal Care and Use Post-Approval Monitoring Procedure](#)  
[Animal Care and Use Standard Operating Procedure](#)  
[Animal Care and Use Non-Compliance Procedure](#)

### History

<i>Date</i>	<i>Action</i>
May 22, 2019	Associated Policy Approved (General Faculties Council)