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Parent Policy: [Animal Ethics Policy](#)

Institutional Animal User Training Program Procedure

Office of Administrative Responsibility:	Research Ethics Office (REO)
Approver:	Vice-President (Research)
Scope:	Compliance with this university procedure extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); undergraduate and graduate students; emeriti; visitors to campus, including visiting scholars; third party contractors; and volunteers persons who use animals for research, teaching or testing.

Overview

Consistent with its commitment to the highest possible standards in animal care and use in research, teaching and testing, the University has established and maintains an institutional animal user training program that meets or exceeds the requirements of the **Canadian Council on Animal Care (CCAC)** and is consistent with CCAC guidelines and standards.

Purpose

- 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 the training required for animal users.
- Define how animal user training records will be validated and maintained.

PROCEDURE

1. GENERAL REQUIREMENTS AND RESPONSIBILITIES

All staff and trainees involved in the care and use of animals for research, teaching and testing must possess: an appreciation of the ethical issues surrounding the use of animals for scientific or pedagogical purposes in Canada and adequate knowledge and technical skills to humanely carry out approved procedures and to promote quality science based on the appropriate use of animals by skilled individuals.

- a. **Principal Investigators (PIs)** are responsible for ensuring that all personnel working with animals under their supervision are named on an approved animal use protocol and are adequately trained to appropriately and humanely carry out procedures on the animals in their care.
- b. Animal Care and Use Committees (ACUCs) are responsible for verifying that University personnel have the training necessary to carry out animal care and use procedures.
- c. Directors of the **animal services units** are responsible for ensuring delivery of species and technique specific training consistent with CCAC standards, institutional training requirements and approved standard operating procedures and for ensuring staff and trainees are trained for the animal care and use they conduct.

- d. The University Animal Policy and Welfare Committee (UAPWC) is responsible for oversight of the institutional animal user training program.
- e. REO is responsible for maintaining secure, consolidated, on-line records of animal user training.
- f. The Post-Approval Monitoring program will include assessments of animal users' competence and may include recommendations for additional training.
- g. All members of the animal care and use program, including the staff of the animal services units, are responsible for ensuring that research personnel working with animals are humanely carrying out the approved procedures assigned to them.

2. ANIMAL USER TRAINING PROGRAM

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

a. Ethics of Animal Use Training

All University staff and trainees involved in the use of animals for research, teaching and testing must complete Ethics of Animal Use training, commonly known as Part 1 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. UAPWC will review the Part 1 training, at minimum every three years. REO will, on behalf of UAPWC, manage and maintain the course content.
- iii. Part 1 training is normally delivered on-line. REO manages access to the on-line course and maintains secure on-line 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. Directors of the animal services units are responsible for ensuring delivery and oversight of Part 2 training for animals regularly used in University research, teaching and testing, consistent with the animal work commonly supported by each unit.
- iii. Directors of the animal services units are also responsible for ensuring delivery and oversight of techniques or procedures training relevant to the research, teaching and testing they support, either in conjunction with the Part 2 training or separately.
- iv. Training provided by the animal services units will incorporate both approved unit level Standard Operating Procedures (SOPs) for animal care and use and approved institutional SOPs.
- v. If two or more animal services units provide Part 2 training in the same species or the same procedures/techniques, the training should be consistent.
- vi. Directors of the animal services units may delegate species and procedure/technique training duties to their staff commensurate with their qualifications. Competent trainers and supervisors are essential to maintaining high standards for animal care and use and trainer designations should be assigned appropriately.
- vii. Directors of the animal services units will ensure that all training is supported by relevant, up-to-date resource materials and that the training content is documented.
- viii. Directors of the animal services units will maintain teaching/training animal use protocols so that ACUCs review the training programs offered by the animal services units, at minimum every four years.
- ix. Directors of the animal services units will ensure appropriate records of the training provided by their staff are maintained. Successful user training results will be transmitted to REO using forms developed

by REO for that purpose. REO will maintain these training records in a secure on-line system for access by members of the animal care and use program in the course of their work.

- x. Directors of the animal services units should also ensure research personnel receive orientations to their facilities, equipment and processes, including unit-level operational SOPs.

3. TRAINING REQUIREMENTS AND EXCEPTIONS

- a. All University staff and trainees who are involved in the use of animals or who work in facilities where animals are housed or used must complete Part 1 Animal User training provided by the University.
 - i. Although CCAC does not require community members serving on ACUCs to complete ethics of animal use training, they may take Part 1 training if they wish.
- b. University staff and trainees must complete appropriate species training plus frequently used technique or procedure training before they will be allowed to work with animals.
 - i. PIs who do not handle animals are encouraged to complete Part 2 training and relevant techniques and procedures training.
 - ii. PIs who do not complete Part 2 training must employ research personnel with the required training and authorize them to enforce appropriate standards and practices in animal care and use. Whether or not they work with or handle animals, PIs are responsible for the care and use of animals performed by their staff and trainees.
 - iii. Notwithstanding the foregoing, PIs who wish to house animals in their research areas must complete Part 2 species training and the animal services unit may require additional training for the research personnel providing animal care.
 - iv. Personnel who do not participate in hands on experimental procedures or work in areas in which animals are used or housed are not required to complete Part 2 training.
 - v. Directors of the animal services units may provide or authorize abbreviated species and procedures or techniques training for staff and trainees who will normally work under the supervision of trained animal users. This will be accepted as protocol specific training only and will not constitute Part 2 training.
- c. New University staff and trainees who have been trained in animal care and use at other institutions may present REO with evidence of comparable training.
 - i. The Chair of UAPWC may accept external Part 1 training in the ethics of animal use in lieu of the University administered training. REO will maintain records of the external training if it is accepted.
 - ii. Directors of the animal services units may accept external species and technique or procedure training in lieu of such training provided by the University. If the external training is accepted, Directors will provide to REO both details of the user's training and confirmation that the user's training meets the University's standards.
- d. If an animal services unit does not have the expertise to provide species or specialized procedure or technique training, the Director and the PI are responsible for identifying other sources of expertise and training.
 - i. Directors of the animal services units may designate alternate trainers who may be PIs, other University personnel or other individuals not associated with the University. Designation of alternate trainers should include details of their qualifications and expertise as well as how the alternate training will be provided.
 - ii. Directors of the animal services units will maintain records of alternate trainers and the animal user training they provide. Successful user training results will be transmitted by the animal services unit to REO following a standard template. REO will maintain these training records on-line for secure access by members of the animal care and use program in the course of their work.

4. SUPPLEMENTAL TRAINING

- a. By providing continuing education opportunities for animal users, the University can promote best practices and an institutional response to new procedures, the three Rs and societal views.

- 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, ACUCs, Directors of the animal services units and the Animal Care and Use Consultant are all authorized to require additional training.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Animal	Any living non-human vertebrate and any living invertebrate of the class of cephalopoda, including free-living and reproducing larval forms, used for research, teaching or testing purposes by University staff or trainees.
Canadian Council on Animal Care (CCAC)	The national organization responsible for setting and maintaining standards for the ethical use and care of animals used in science (research, teaching and testing) in Canada.
Principal Investigator (PI)	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, teaching or testing as describe in an approved animal use protocol.
Animal Services Units	Animal facilities established and operated by the University of Alberta as ongoing administrative units to provide veterinary and animal care staff, infrastructure, training, oversight and other resources to support use of animals in research, teaching and testing by University staff and trainees. They currently are: Agricultural, Food and Nutritional Sciences Animal Services (AFNSAS), Health Sciences Laboratory Animal Services (HSLAS) and Science Animal Support Services (SASS).

FORMS

No Forms for this procedure. [▲Top](#)

RELATED LINKS

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[Agreement on the Administration of Agency Grants and Awards by Research Institutions](#) (Government of Canada)

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

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

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

[On-line Research Ethics System](#) (University of Alberta)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff](#) (UAPPOL)



U of A Policies and Procedures On-Line (UAPPOL)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff](#) (UAPPOL)

[Research and Scholarship Integrity Policy](#) (UAPPOL)

[Research Ethics Office](#) (University of Alberta)

[University Animal Policy and Welfare Committee](#) (University of Alberta)