

 <b>Policies &amp; Procedures Manual</b>	<b># Pages:</b> <b>3</b>	<b>Policy Number:</b> <b>AN-01-01</b>
	<b>Approved by:</b> <b>UCN Animal Care Committee</b>	
<b>Section:</b> <b>ANIMAL CARE AND USE</b>	<b>Effective Date:</b> <b>October 22, 2020</b>	
<b>Title:</b> <b>USE OF ANIMALS IN TEACHING, RESEARCH AND TESTING</b>	<b>Replaces:</b> <b>AN-01-01, December 22, 2011</b>	

## POLICY STATEMENT

University College of the North (UCN) is committed to high standards in the ethical and humane treatment of animals used in any of the University College’s teaching, research or testing activities.

## PURPOSE OF POLICY

This policy articulates key practices and principles that apply to all activities related to the ethical and humane treatment of animals used in any of the University College’s teaching, research or testing activities, and to animals brought on-site for any other purpose.

## DEFINITIONS

1. **University College** means UCN (including its institutes and research facilities) particularly as relating to UCN’s eligibility to receive and manage grant funds and contracts.
2. **Animal** for purpose of this policy refers to all vertebrates, as well as certain invertebrates such as cephalopods, and any species identified as at risk.<sup>1</sup>

## PROCEDURES

### 1. Principles and Practices

- a. This policy applies to all use of animals in teaching, research or testing activities connected with UCN, whether or not such activities occur within UCN owned or managed facilities. It is also understood that this policy applies to the use of animals in other contexts at the University College (e.g. aquariums or terrariums in offices; animals brought temporarily on site for special events; use of animals in ceremonial contexts, etc.).

<sup>1</sup>‘At risk’ as defined in current COSEWIC (Committee on the Status of Endangered Wildlife in Canada) list.

- b. Current guidelines of the Canadian Council on Animal Care (CCAC) will form the basis of UCN's practice with respect to animals used in teaching, research or testing. UCN's Office of Research and Academic Innovation (RAI) will maintain copies of and/or linkage to the most current versions of CCAC's guideline documents.
- c. All instructors, researchers, staff and students who wish to use animals must follow current CCAC guidelines as well as any other relevant federal, provincial and municipal laws or regulations.
- d. UCN's Animal Care Committee (ACC) is responsible for ensuring that all instructors, researchers or staff who wish to use animals in their teaching, research or testing are provided appropriate training according to established procedures. Retention of all training records is the responsibility of UCN's ACC.
- e. Faculty, researchers or staff who wish to use animals in their teaching, research or testing must apply for and receive approval from UCN's ACC following UCN's animal use protocol submission process.
- f. The UCN's ACC has the responsibility and authority to review and approve all teaching, research or testing situations using animals. All animal use MUST be approved prior to commencement. If animal use is initiated without appropriate approval from the ACC, faculty, researchers or staff will be required to cease execution of the protocol until approval is obtained.
- g. All instructors, staff and students wishing to appeal a decision made by the ACC regarding animal use must submit an application for appeal using established procedures.
- h. Any changes in animal use must be submitted, using the animal use protocol amendment/ modification form, to the ACC for review and approval prior to implementation of those changes.
- i. Following cessation of animal use in teaching, research and testing, instructors, staff and students are required to submit a Post-Approval Monitoring Report according to established procedures.
- j. In general, humane care and use of animals in teaching and research will be assured as follows:
  - CCAC certification will be obtained, and CCAC guidelines will be followed.
  - Animals will only be used when alternative procedures are not feasible.
  - Species and techniques will be selected to ensure the most effective and least invasive, harmful, or distressing use possible.
  - The number of animals used will be the minimum necessary to achieve the instructional or research objectives.
  - Animal care and use will be according to current veterinary standards.
- k. Should concerns be raised with respect to animal use at UCN in teaching, research and testing, it is the responsibility of instructors, researchers, and students to report concerns immediately to the ACC following established procedures. The ACC is then required to investigate these concerns to ensure that animals are managed according to the CCAC standards and guidelines as well as all other relevant federal, provincial and municipal laws or regulations.
- l. Failure to follow this policy by faculty, staff, researchers and students will be considered as a breach of academic responsibility, subject to investigation under applicable University College policies.

## **2. Animal Care Committee (ACC)**

- a. The University College shall have a functioning ACC at all times when there is the use of animals in teaching, research or testing under the auspices of the University College. The ACC shall also be responsible for reviewing and approving or denying the use of animals in other contexts at the University College (e.g. aquariums or terrariums in offices; animals brought temporarily on site for special events; use of animals in ceremonial contexts, etc.).
- b. The Vice-President, Academic and Research (VPAR) will appoint the Chair of the ACC. The ACC shall develop and periodically review its terms of reference, and otherwise ensure that it functions effectively in accordance with CCAC guidelines and procedures, local, provincial and national legislations, and other regulatory frameworks as may be in effect.
- c. The ACC shall ensure that any use of animals in teaching, research and testing adheres to all applicable University College workplace health and safety procedures, local, provincial and national legislations, and other regulatory frameworks as may be in effect.

### **Related Policies**

AC-04-02 Integrity in Research and Scholarly Activity

AC-04-03 Conflict of Interest in Research and Scholarly Activity

WS-01-01 Workplace Safety and Health

### **AUTHORITY**

UCN Act.