



<b>Research and Teaching Involving Animals Procedure</b>	
<b>Parent Policy:</b> <a href="#">Research and Teaching Involving Animals</a>	
<b>Category:</b> Academic	<b>Approval Date:</b> December 23, 2021
<b>Procedure Owner:</b> Vice President Academic and Provost	<b>Effective Date:</b> December 23, 2021
<b>Procedure Administrator:</b> Associate Vice President, Teaching, Learning and Research	<b>Review Period:</b> 3 years
<b>Associated Documents:</b> <a href="#">Tri-Agency Framework: Responsible Conduct of Research</a> (2016) Memorandum of Understanding with Olds College Olds College, <a href="#">Research Involving Animals Policy</a>	

## PURPOSE

This procedure establishes the required process of using live non-human vertebrate animal and cephalopods in research, teaching, or testing conducted under the aegis of Red Deer Polytechnic (RDP).

## PROCEDURE

### *Institutional Animal Care and Use Committee*

1. Pursuant to RDP's Memorandum of Understanding with Olds College (OC), the Olds College Institutional Animal Care and Use Committee (OC IACUC)
  - a. approves RDP research and teaching proposals for animal use;
  - b. provides oversight of RDP activities by operating as the RDP IACUC and reporting to RDP's Associate Vice President, Teaching, Learning and Research (AVP-TLR).
2. RDP establishes Terms of Reference for the RDP IACUC.

### *Animal Care Program*

1. The Senior Administrator responsible for the RDP Animal Care Program is the Vice President Academic and Provost (VPAP).
2. The Associate Vice President, Teaching, Learning and Research (AVP-TLR) is

responsible for all research projects at RDP.

3. Pursuant to RDP's MOU with Olds College, Olds College will provide an Institutional Animal Care and Use Committee for any RDP research or teaching projects involving animals, including post-approval monitoring and incident reporting.
4. The AVP-TLR will appoint one to two RDP members (faculty or staff) to be the Animal Research Coordinator (ARC). The ARC will act as RDP's representative to participate as a non-permanent member of the OC IACUC, to facilitate communication, and adherence to RDP's Certificate of Good Practice® from the CCAC. The term of service for the ARC will be up to 4 years and may be renewed for one subsequent term (to a maximum of 8 years). The ARC will have experience in appropriate areas of research as well as policy and procedure development. The ARC cannot be involved in research or teaching involving animals at the time of their appointment.
5. The following will be the specific responsibilities of the ARC:
  - a. participating as RDP's representative on the OC IACUC (non-permanent member) (note: the OC IACUC becomes the RDP IACUC when reviewing RDP protocols);
  - b. attending RDP IACUC meetings;
  - c. assisting instructional departments and other animal use groups to comply with animal care;
  - d. requirements and regulations;
  - e. reporting any known serious adverse event in a certified research project to the RDP IACUC Chair;
  - f. contributing to the process of producing and updating Animal Care Program-related policies, forms, and other documents;
  - g. contributing to the process of producing and updating standard operating procedures;
  - h. participating on the RDP Health & Safety Committee and the Biosafety Committee;
  - i. ensuring that there are protocols in place to ensure there are appropriate crisis management and occupational health and safety procedures in place as they relate to animal use; and
  - j. producing reports to the RDP IACUC and AVP-TLR, including: reports on RDP animal use activities; post-project animal handling reports containing dates, locations, number, and types of activities; incidents/serious adverse events; and animal data required under reporting requirements of the CCAC.
6. The AVP-TLR will appoint one RDP member to sit on the Pedagogical or Scientific Merit Review subcommittee for the OC IACUC. The term of service for this appointment will be up to 4 years and may be renewed for a second term. Total continuous service should not exceed 8 years.
7. Additional administration support will be provided to cover the following activities in support of the animal care program at RDP:
  - a. organizing CCAC site visits;
  - b. receiving new protocols, amendments, renewals, and forwarding new protocols, amendments, and renewals to the RDP IACUC tracking the training of animal users.

### **CCAC Certificate of Good Animal Practice®**

1. CCAC certification is for three- year terms with a site visit and assessment conducted every 3 years. Special visits may be conducted if conditions warrant, or by request of the Polytechnic.
2. Participation in the CCAC program requires an annual fee. This fee will be assumed by the Office of Research and Scholarship. When there is a federally funded research project involving animals, then RDP will be required to submit the Base Fee plus a percentage of the total federal grant amount.

### **Process For Review of Research and Teaching Involving Animals**

1. All research using animals must first undergo a Scientific Merit Review. RDP animal users are to use the appropriate merit review process outlined in the Terms of Reference for the RDP IACUC. The ARC will provide assistance in accessing this process. When a research project has received funding from a federal or provincial granting agency and has gone through a peer review process for that funding, confirmation of research funding through these types of sources is evidence of scientific merit.
2. RDP animal users submit an annual use proposal (AUP), pedagogical merit, and/or scientific merit proposal form(s) to the ARC. The ARC will forward these documents to Olds College for review. The ARC will make available the review schedule of the IACUC. The IACUC is mandated to approve, reject, propose modifications to, or terminate the approval of any proposed or ongoing animal use that is subject to review under this policy. Animal use for research that has not been reviewed and approved by the IACUC may constitute non-compliance, representing a breach of responsible conduct of research.
3. Animal users will be required to submit annual progress reports for approved protocols each year; for long term projects, a new protocol will need to be submitted after the third year.
4. Animal users are responsible to follow up with the IACUC when the research project has been completed to ensure that protocols were followed and there were no concerns arising from the research and, if so, the appropriate report has been filed.
5. Faculty, staff, and students at RDP are encouraged to report any incidents of animal use which appear to contradict the stated intended use. Reporting of any such incidents will be made by completing an Animal Incident Report (available from Olds College or RDP's ARC). Animal Incident Reports are to be directed to the RDP Animal Care Coordinator, who will forward directly to the Chair, Institutional Animal Care and Use Committee, who is responsible to determine appropriate action.
6. Breaches of compliance that cannot be corrected by the IACUC working with the concerned animal users and veterinary / animal care staff must be referred to the VPAR at RDP, who must inform all members of the animal care and use program about sanctions that will be taken by the administration in the event of serious breaches of compliance.
7. When necessary, these procedures will respect and adhere to Crown – Indigenous Treaties, The Truth and Reconciliation Commission of Canada: 94 Calls to Action, and the United Nations Declaration on the Rights of Indigenous Peoples.

### **Scientific Merit Review, Pedagogical Merit Review and Animal Use Procedures**

1. Refer to Terms of Reference for the RDP IACUC for details on the Scientific Merit Review, Pedagogical Merit Review and Animal Use Procedures.

2. All required forms will be made available by the RDP ARC. When complete, completed forms will be forwarded to the Animal Care Coordinator, Olds College IACUC, with a copy sent to the RDP ARC.

### ***Training and Education For Researchers and Instructors***

1. All those involved in animal care or use must be thoroughly trained to fully understand how to protect themselves from animal-related risks.
2. The ARC will ensure that there is general education regarding the importance of animal ethics for RDP faculty, researchers, staff, and students.
3. The ARC will ensure that animal users have access to CCAC-provided training events, such as workshops, webinars, and training modules.
4. The ARC will work with Olds College to ensure that RDP researchers, faculty, and staff have access to the training programs appropriate to a certified project. If, for some reason, a suitable training program is not available from Olds College, RDP will seek out training programs from other institutions for the required training of personnel.

### ***Occupational Health and Safety***

1. Research and teaching involving animals will comply with the [Health and Safety](#) and Biosafety policies and procedures, as well as the [Accident/Incident - Reporting & Investigation](#) procedures.
2. Hazard Assessment (in the field): Researchers / Instructors engaged in animal research / teaching in the field will be required to complete a formal Hazard Assessment prior to the activity. The Assessment documentation will be forwarded to the Occupational Health and Safety for review. Then each day individuals are in the field to conduct research, testing, or teaching, a Field Level Hazard Assessment form must be completed. A hazard assessment is an Alberta legislated occupational health and safety requirement.
3. Incidents (in the field): in the event of an injury to the person while conducting animal research or teaching in the field, researchers/instructors must follow RDP's incident / injury reporting procedure on the SAFE RDP App. Reports are sent to The Occupational Health and Safety Officer who appoints an Incident Investigator. Researchers/Instructors must also inform the ARC of reports of injuries related to their research/teaching.

### ***Crisis Management Plan***

1. A crisis management plan for the Animal Care Program shall be established in conjunction with RDP's general institutional crisis management plan.
2. The Crisis Management Team in relation to incidents or accidents related to animals used in teaching or research will be comprised of the following:
  - Vice President Academic and Provost
  - Associate Vice President, Teaching, Learning & Research
  - Animal Research Coordinator
  - Chair, Olds College Institutional Animal Care and Use Committee
  - Dean, School responsible for science programs
  - Communications Coordinator
  - Manager, Security and Emergency Response
  - OHS representative

3. The Communication Plan in response to incidents or accidents related to animals will include the following: phone numbers for all the team, emergency phone numbers; assurances information can be efficiently processed & communicated to members of the institution, the media, and the public. Police & the CCAC must be informed of any serious incidents.