



## Procedure

Procedure Name	<b><i>Use of Animals in Teaching and Research</i></b>		
Procedure #	RI 12.1	Parent Policy	RI 12.0: Use of Animals in Teaching and Research
Policy Owner	VP Academic and Provost	Effective Date	March 17, 2021
Procedure Owner	Dean, School of Applied Sciences and Technology	Next Review Date	March 17, 2024
Approved by	Dean, School of Applied Sciences and Technology	Approval Date	March 17, 2021

### 1.0 Purpose/ Background

NAIT is responsible to implement proactive measures in the operation of its facilities and programs to protect animals and contribute to the quality of maintaining humane practices in the handling and treatment of all animals used for educational or research purposes. To this end, NAIT has established a process to conform to the applicable legislation and regulations; and to identify animal care concerns or potential concerns, recommend preventive measures and remedial actions, and promote animal care education programs. The following procedures describe the steps that must be taken to obtain approval in the use of live animals for teaching or research purposes.

### 2.0 Definitions

Term	Definition
Animal	Any living non-human vertebrate and cephalopod used for research, teaching, breeding or testing purposes at NAIT. This includes animals held within NAIT facilities, approved requests for animals at alternative housing, and animals used in field studies.
Animal Husbandry	The practice of breeding, raising and caring for animals in accordance with standards of nutrition and environmental control.
Animal User	The principal instructor for a given protocol.
Canadian Council on Animal Care (CCAC)	The national peer review agency responsible for setting and maintaining standards for the care and use of animals used in research, teaching and testing throughout Canada.
NAIT Animal Care Committee (NACC)	NAIT's institutional animal care committee (ACC) set up according to the Canadian Council on Animal Care policy statement on terms of reference for animal care committees. Institutional ACCs are responsible for overseeing all aspects of animal care and use, working with animal users, animal care personnel and the institutional administration.
Principal Instructor/ Investigator	The staff member with overall responsibility for the direction of a protocol or an applied research project or contract.

### **3.0 Procedures**

#### **3.1 General Procedures**

- 3.1.1 No person shall use an animal for the purposes of teaching, research, or testing at NAIT before receiving written approval from the NAIT Animal Care Committee (NACC).
- 3.1.2 If NAIT is either the host or home institution for shared animal research protocols the CCAC Guideline for Animal-Based Projects Involving Two or More Institutions shall apply.
- 3.1.3 The unique character and potential risks to animals used by each department and/or program of the Institute shall be reviewed and evaluated according to CCAC guidelines and NACC Terms of Reference, through the following activities of the NAIT Animal Care Committee:
  - 3.1.3.1 Ensure compliance with animal care legislation and The Canadian Council on Animal Care Assessment recommendations, and to prevent and/or mitigate animal care issues.
  - 3.1.3.2 Communicate the Crisis Response and Remedial Measures Plan, including an update of the Plan from time to time, as required.
  - 3.1.3.3 Maintain reporting to the Administration to periodically advise the Vice President Academic and Provost and Dean (senior leadership) regarding the effective operation of the Crisis Response and Remedial Measures Plan.
  - 3.1.3.4 Clearly communicate to staff and students, who use animals, that they are responsible and accountable and must comply with this procedure, and Crisis Response and Remedial Measures Plan, and report any non-compliance, or potential non-compliance, in a timely fashion.
  - 3.1.3.5 Conduct audits of the Institute's animal care facilities, standard operating procedures and laboratory procedures.

#### **3.2 NAIT Animal Care Committee (NACC) Procedure**

- 3.2.1 NACC will review the ethics of proposed teaching, research and testing involving animals and tissues derived from animals.
- 3.2.2 NACC will determine if the proposed use and protocol comply with applicable regulation. If the Committee finds that they are compliant, the protocol will be certified by the Animal Care Committee. Uncertified acquisition or use of Animals and tissues derived from animals is prohibited. Animals cannot be ordered without presentation of the signed protocol and certificate.

- 3.2.3 Findings of the Animal Care Committee may be appealed to the senior leadership.
- 3.2.4 NACC will ensure that no animals be held for display or breeding purposes without prior NACC approval of a written animal use protocol.
- 3.2.5 NACC will ensure the Russell-Burch '3R' tenet of Replacement, Reduction, and Refinement.
- 3.2.6 NACC has the authority, on behalf of the senior leadership to:
  - 3.2.6.1 stop any objectionable procedure if it considers that unnecessary pain or distress is being experienced by the animal or does not meet a curriculum need.
  - 3.2.6.2 stop immediately any use of animals which deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress to animals.
  - 3.2.6.3 humanely euthanize an animal if pain and distress caused to the animal cannot be alleviated and to delegate that authority to the primary Animal Care Technologist after consultation with a veterinarian if the NACC cannot be reached in a timely fashion.
  - 3.2.6.4 order the closure of facilities that do not meet CCAC standards and/or endanger the well-being of animals contained therein.
- 3.2.7 NACC should encourage the use of pilot studies with few animals when new approaches, methods or products are being tried before approving new, large scale protocols.

### **3.3 Facilities for Animals**

- 3.3.1 All facilities for animals involved in teaching, research or testing will be conducive to the wellbeing and safety of the animals, and provide a safety workplace for personnel. All facilities will be maintained, managed and operated in compliance with all pertinent laws and regulations, including CCAC guidelines and policies. All of the institution's facilities and the operations will be inspected and reviewed at least annually by the NACC.
- 3.3.2 All major proposals, plans, and construction documents which are developed in order to create new or renovated animal facilities will be developed in compliance with all applicable laws and regulations, including CCAC guidelines and policies, and will be reviewed and approved by the NACC as appropriate, and follow other institutional procedures where applicable.

### **3.4 Responsibility and Monitoring of the Care and Use of Animals**

- 3.4.1 All individuals (instructors, students, veterinarians, staff members, heads of units where animals are used, NACC members) involved in the oversight, care and use of animals have a responsibility to the scientific community and society as a whole for the proper stewardship of the animals under their care.
- 3.4.2 These same individuals will be aware that the use of animals in teaching, research and testing carries responsibilities as determined by public concerns, federal and provincial laws, regulations and NAIT policies.
- 3.4.3 The responsible head of the academic or research unit will ensure that those who use animals for research, teaching, or testing and those who are being trained to use animals and tissues derived from animals:
  - 3.4.3.1 Understand their responsibilities.
  - 3.4.3.2 Receive appropriate training in the skills necessary for the ethical conduct of such teaching and research, and
  - 3.4.3.3 Are aware of the standards relevant to the particular area of teaching and research.
  - 3.4.3.4 Provide appropriate care of animals in all stages of their lives and in all experimental situations. Veterinary care must be available. Arrangements should be made to obtain the services of a veterinarian, or at least on a consultative basis, if they are not readily available within the institution. Whenever possible, the services of the NAIT Animal Health Technology veterinarians will be utilized.
  - 3.4.3.5 Provide and follow policies to provide for a system of animal care that will meet the needs of the NACC. These must include:
    - 3.4.5.3.1 adequate animal care and management of the animal facilities, in particular, by verifying that there is a primary animal care technologist or senior veterinary medical officer designated to be in charge of animal care and management of the animal facilities;
    - 3.4.5.3.2 evaluation of the training and qualifications of the animal users and animal care personnel;
    - 3.4.5.3.3 standards of husbandry, facilities and equipment; and
    - 3.4.5.3.3 standard operating procedures (SOPs) for all activities and procedures that involve animals.

3.4.4 The NACC is responsible for the Post-Approval Monitoring (PAM) program at NAIT:

3.4.4.1 NACC establishes an annual schedule for PAM visits according to CCAC guidelines.

3.4.4.2 Animal Users are responsible for informing NACC of unexpected signs of pain or distress of animals or mortality of animals.

### **3.5 Problem Solving**

3.5.1 Every effort shall be made to cooperate with the Alberta Society for the Prevention of Cruelty to Animals, the news media, and the public regarding the use of animals in research, teaching and testing.

3.5.2 Where information from direct communications, records, or protocol renewals indicate procedures may be causing higher than expected levels of pain, distress or mortality, a veterinarian (or designate) meets with the animal user to assess/rectify the problem.

3.5.3 Noncompliance

3.5.3.1 In the first instance of noncompliance, the NACC Chair or a Clinical Veterinarian meets with the animal user. Education and assistance is the focus of this discussion.

3.5.3.2 In cases of repeated noncompliance or serious noncompliance, the NACC Chair will advise the Chair of the Educational Program or Director Research Operations for documentation and resolution.

3.5.3.3 If a resolution is not reached or the problem recurs, the Chair of the Educational Program or Director Research Operations will attempt to obtain a satisfactory resolution through the senior leadership.

3.5.3.4 Serious instances of noncompliance or repetitive breaches in Policy and Procedures will be forwarded by the NACC Chair to the policy owner for disposition.

### **3.6 Peer Review**

To ensure that use of animals is undertaken only in necessary and valid projects for the purpose of scholarly activity, all projects must be evaluated for scientific or educational merit.

**Scientific merit:** Animal use in research will only be undertaken after expert, independent opinion has attested to the scientific value of the research and confirms there is scientific merit. Any research using animals will only proceed after this has taken place and the NACC finds the use of animals acceptable ethically and in practice.

Any proposed animal-based methods that are appropriate for the work will meet CCAC guidance and standards. This process is the responsibility of a senior administrator.

**Pedagogical merit:** All animal-use protocols undergo a formal pedagogical merit review process in which at least two independent referees with knowledge of pedagogy and alternatives to animal-based teaching and who do not sit on the NACC should determine if animal-based teaching or training is essential to meeting learning outcomes. Decisions should be documented and sent to the NACC. This process is the responsibility of a senior administrator. Exceptions to the requirement of a full pedagogical review may be made for activities overseen by other governing bodies (eg. the Canadian Veterinary Medical Association).

### **3.7 Procedure for Reporting Violations of this Policy**

- 3.7.1 Any member of the NAIT community who is aware of possible violations to existing animal care and use regulations must report this concern, anonymously if so desired, to the chair of the NACC at [nacc@nait.ca](mailto:nacc@nait.ca).
- 3.7.2 NAIT and its employees should carry out their work in an ethical manner and be in line with the values and objectives of the Institute. From time to time, a situation may arise where a staff member has serious concerns with the use of animals in scholarly activity. The concerns may be that established standard operating procedures or the approved NACC protocols are not being followed. Concerns should normally be raised with the NACC Chair; however, the most appropriate person to contact to report a concern will depend on the seriousness and sensitivity of the issues involved, and who is suspected of the infraction. These discussions must be conducted so that the person reporting a concern experiences no repercussions.

### **4.0 Exceptions to the Procedure**

- 4.1 Exceptions to this procedure must be documented and formally approved by the Policy Lead.  
Procedure exceptions must include:
  - The nature of the exception
  - A reasonable explanation for why the procedure exception is required
  - Confirmation that the exception aligns with the general principles
  - Any risks created by the procedure exception and how they will be managed.

### **5.0 Related Documentation**

- Tri-Agency Framework: Responsible Conduct of Research (2016)
- [Canadian Council on Animal Care Standards](#)
- RI 2.0 Integrity and Responsibility in the Conduct of Applied Research & Scholarly Activity Policy
- RI 11.0 Student Rights and Responsibilities in the Conduct of Research Policy
- RI 13.0 Research Involving Bio-hazards Policy
- RI 14.0 Research Involving Radioactive Materials Policy

***Document History***

<i>Date</i>	<i>Action/ Change</i>
Jan 2021	Added 3.5.2; minor revisions to content