**Purpose**

To identify the standards to be respected when conducting teaching, research, promotion or other activities which involve animals, and to identify the process by which concerns about the care and use of animals will be addressed.

**Scope**

- College personnel, including students, who use animals in teaching or research.
- College personnel, including students, and members of the general public who use animals in other College sanctioned activities, including College promotion, general public education or fundraisers.
- Anyone, including members of the general public, with concerns for the care and use of these animals.
- **Only animals approved under an Animal Use Protocol Form (AUPF) are covered by this policy. Service animals are not covered.**

**Definitions**

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Administrator</td>
<td>Program Chair, Course Chair, or Academic Manager</td>
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<tr>
<td>Animal</td>
<td>Any vertebrate and certain invertebrates, in particular cephalopods (e.g. octopus, squid).</td>
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<tr>
<td>ACC</td>
<td>Animal Care Committee</td>
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<tr>
<td>AUPF</td>
<td>Animal Use Protocol Form is a template for recording precise details of how and by whom live animals will be cared for and used for projects that have received prior pedagogical or scientific merit review and approval.</td>
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<td>CCAC</td>
<td>Canadian Council on Animal Care which is the National body responsible for</td>
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setting and maintaining standards for the ethical use and care of animals in research and teaching in Canada.

College Personnel
Includes College staff, researchers, and students and any person using College facilities for the purpose of teaching, research, promotion or other activities.

Complainant
Any person raising concerns about the care and use of animals referred to on an AUPF approved by the Algonquin College ACC.

General Public
Any non-college person who comes onto College property.

OMAFRA
Ontario Ministry of Agriculture, Food and Rural Affairs - Under the Animals for Research Act, the Chief Veterinary inspector from OMAFRA conducts inspections of Ontario facilities that house animals used for "research", which includes teaching. Registration is required by 'research' facilities to operate in Ontario. A registration certificate is applied for annually and issued based on successful inspections.

Service Animals
Refer to Policy AC05 Use of Service Animals on Campus

**POLICY**

1. Algonquin College is committed to the highest ethical standards in projects involving the use of animals in teaching, research, promotion and other activities.

2. The College shall be compliant with:
   - The Canadian Council on Animal Care

3. As an institution that uses animals in teaching and research, the College shall maintain the Good Animal Practice (GAP) Certificate awarded by the CCAC. This certificate is awarded to those institutions that participate fully in the programs of the CCAC; have been assessed by expert panels composed of scientists, veterinarians and community representatives; and have been found by the panel and by the CCAC Assessment Committee to have standards of animal care and use which satisfy the CCAC’s Guidelines and Policies.

4. The College shall have a local ACC that operates according to the CCAC Policy Statement on: Terms of Reference for Animal Care Committees. Funds for research funded by the Tri-Council (NSERC, SSHRC, and CIHR) will only be released to an investigator whose research proposal has been approved by the ACC on an appropriately submitted AUPF.
5. As an institution that uses animals in teaching and research, Algonquin College shall register with OMAFRA as stipulated in the Animals for Research Act previously cited.

**PROCEDURE**

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td><strong>1. Request to Use Animals in Teaching, Research or Other Activities Involving Animals.</strong></td>
<td></td>
</tr>
<tr>
<td>1.1 Contact the Academic Technologist at the Campus Animal Health Care Facility who will direct the inquiry to the appropriate ACC contact person (ACC Veterinarian or ACC Coordinator) to initiate the approval process and to obtain the AUPF. The Academic Technologist may be reached at: <a href="mailto:AHCFACTech@algonquincollege.com">AHCFACTech@algonquincollege.com</a></td>
<td>Staff Researchers</td>
</tr>
<tr>
<td>1.2 Confirm the date of the next ACC meeting with the ACC contact person to ensure the AUPF is submitted in time for the next meeting. Meeting dates will be posted on myAlgonquin and available from the Academic Technologist.</td>
<td>Staff Researchers</td>
</tr>
<tr>
<td>1.3 Complete the AUPF and submit it to the ACC Veterinarian. The signature on the form confirms the applicant is responsible for all activities using animals as outlined on the AUPF.</td>
<td>Staff Researchers</td>
</tr>
<tr>
<td>1.4 Review the AUPF at the next meeting and confirm the approval, conditional approval or non-approval of the request. Should the AUPF not be approved, provide recommendations to the applicant for change to the AUPF in order to obtain approval.</td>
<td>ACC</td>
</tr>
<tr>
<td>1.5 Remind the AUPF applicant to submit an annual renewal form for ACC review in each of the next three years, after which time an AUPF form must be resubmitted.</td>
<td>ACC Veterinarian or ACC Coordinator</td>
</tr>
<tr>
<td>1.6 For funded research, recommend to the President that a grant application be signed or that funds be released to College personnel with a commitment that they will adhere to pertinent guidelines or regulations.</td>
<td>Director, Applied Research and Innovation in communication with ACC</td>
</tr>
<tr>
<td><strong>2. Process for Addressing Concerns Regarding the Care and Use of Animals Pursuant to this Policy</strong></td>
<td></td>
</tr>
<tr>
<td>2.1 Concern(s) for the care and use of animal(s) under an approved protocol should be brought immediately to the attention of the person directly in charge of the specific animal use activity for discussion and resolution of the concerns raised.</td>
<td>Complainant</td>
</tr>
</tbody>
</table>
2.2 Any concern(s) unresolved in step 2.1 should be documented and taken within 7 days to the Academic Administrator with oversight of the activity of concern (see Appendix 1 for form). Student complainants may ask their class representative to take their written concerns to the Program Coordinator on their behalf who will bring the concern to the attention of their Academic Administrator.

2.3 The Academic Administrator will address the concerns raised and will strive to resolve the complainant’s concerns in a timely manner. Solutions to the problem will be summarized in writing and a copy provided to the complainant, persons named in the complaint and the ACC Coordinator (see 1.1 above).

2.4 Complainants dissatisfied with the outcome of the procedures outlined in 2.3 should contact the ACC Coordinator (see 1.1 above). The ACC Coordinator will refer the matter to the Committee Chair. The ACC Chair will establish a sub-committee to review the complaint and provide a recommendation for resolution to relevant parties.

SUPPORTING DOCUMENTATION
Appendix 1   Animal Care and Use Concerns: Reporting Form

RELATED POLICIES
AC05   Use of Service Animals on Campus
RE01   Research Administration
RE02   Integrity in Research and Scholarly Activities
RE03   Research Involving Human Subjects
RE06   Use of Biohazardous and Radioactive Materials in Research and Education

RELATED MATERIALS
The Canadian Council on Animal Care (CCAC) guidelines, policies and associated documents
www.ccac.ca

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90a22_e.htm
### APPENDIX 1

**Animal Care Committee**  
**Animal Care and Use Concerns: Reporting Form**

1. **Facility:**  
   - Algonquin College  
   - Campus: Ottawa ☐ Pembroke ☐ Perth ☐

2. **Concerns Reported by:**
   - Name:  
   - Contact Info:

3. **Date(s) Incident(s) of Concern Related to Animal Care and Use Occurred:**

4. **Date of First Reporting of Incident(s):**

5. **Concerns Raised are About Animals Being Used in the Following:**
   - Program Name:
   - Course Name:
   - Other:

6. **Description of Animal Care and Use Concern:**
   
   Describe very clearly what your specific concerns are for the care and use of the animal(s). Describe clearly, step by step what you observed that concerns you about the care and use of animals.

   What species and how many animals were involved?
Were there any other witnesses to this incident? If yes, who? Please provide a name and contact information.

7. In order, list the steps you have taken to date to try to resolve your concerns and what have been the outcomes of these actions?

Signature of person reporting concerns (Complainant):

For ACC Subcommittee use only:

Recommendations for resolution of concerns for animal care and use:

Steps taken to resolve concerns:

Date of Resolution of Concerns:

Acknowledgement by complainant of full resolution of concerns:
Print Name:
Signature:
Date:

Algonquin College Animal Care Committee Chair:
Print Name:
Signature:
Date:

Copies of document to:
Complainant: ☐
Program Coordinator: ☐
Person(s) against which the complaint was made: ☐
Other information:
Original Form: L. W. August 2014