

**On-Line Training Course  
for  
University of Windsor Faculty, Staff and Students  
working with  
Vertebrate Animals in  
Research and/or Teaching**

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**Name:** \_\_\_\_\_

**Room #/Building** \_\_\_\_\_ **AUPP#** \_\_\_\_\_

**Check One:** Faculty\_\_\_, Staff\_\_\_, PDF\_\_\_, PhD\_\_\_, MSc, \_\_\_Undergrad \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Title of Research or Teaching Project:** \_\_\_\_\_

**Principle Investigator or  
Instructor of Program:** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Animal Care Training Course: Introduction**

All personnel involved with the use of animals in research and/or teaching must be adequately trained in the principles of animal care and the ethical issues involved in their use. In cooperation with the Canadian Council on Animal Care (CCAC), the Animal Care Committee (ACC) of the University of Windsor has developed an on-line training course for faculty, staff, postdoctoral fellows, and students in the use of vertebrate animals in research and teaching as part of the University's commitment to the humane treatment and care of animals. Animals are used in research and teaching where there are no useful alternatives, and where research proposals (or projects) have been deemed to have scientific merit by the ACC.

Since 2003, the University of Windsor, through the ACC, has been required to implement the CCAC "Guidelines on Institutional Animal User Training". Up to 2008 a training course for all animal users was provided twice a year in lecture format by a veterinarian and animal care technician. However, as of January 2009, the ACC has established a training course for animal users in an on-line format, incorporating the CCAC, provincial and institutional guidelines which can be accessed at any time by registered users, and specifically before starting any work using vertebrate animals. Only individuals who have taken the on-line course and passed with at least 75% will receive a certificate

confirming their fundamental knowledge and understanding of contemporary issues surrounding the use of animals in research and/or teaching.

The CCAC was established in 1968 as a national peer review agency. The CCAC sets and maintains the standards for the use and care of all vertebrate Animals in Canada (1). As well, the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) is responsible for protecting all animals used in research,

(1) The CCAC “guide to the Care and Use of Experimental Animals, Volumes 1 and 2, are available through [www.CCAC.ca](http://www.CCAC.ca) . Teaching and testing in the Province of Ontario through the Animals for Research Act which can be found at [www.gov.on.ca/OMAFRA](http://www.gov.on.ca/OMAFRA). The Ontario Ministry of Natural Resources (MNR) also provides guidelines for fieldwork involving wildlife. Together, these agencies ensure that institutions are maintaining a minimum standard of care for animals and they are fully compliant with both national and provincial animal care guidelines. The OMAFRA carries out regular unannounced visits, usually twice per year, while the CCAC conducts full assessments every three years. Only those organizations with a Certificate of Good Animals Practice (GAP) can receive research funds from the major granting agencies (i.e., the Tri Council) operating in Canada. Failure of any university to obtain (and maintain) the GAP certificate following an CCAC assessment visit can lead to **all** Tri-Council research grants becoming frozen until the university becomes compliant with the CCAC and OMAFRA guidelines (2). For this reason

it is important that all faculty, staff and students at the University of Windsor respect the various guidelines on animal care.

### **Animal Care Committee, University of Windsor**

The University of Windsor's Animal Care Committee (ACC) operates to fulfil the University's legal and ethical responsibilities concerning the use of live, non-human vertebrate animals in research and teaching. The ACC is empowered to ensure that the quality and operation of its animal housing facilities, and the care and use of animals in research and teaching are in accordance with guidelines established by the CCAC, the Province of Ontario's Animals for Research Act, and the University of Windsor procedures of ethical codes and guidelines. The jurisdiction of the Committee extends to all teaching and research activities involving animals conducted on or off campus by University faculty, students and staff. However, research requiring purely observational activities (i.e., bird watching) is not under the jurisdiction of the Committee.

Among its responsibilities the Committee reviews all animal research and teaching protocols to ensure that all proposed research and/or teaching activities are within established guidelines of the CCAC and the University of Windsor. All Animal Utilization Project Protocols (AUPP) must be received and approved by the Committee before any use of animals commences (3). Any revisions to an approved AUPP must be reported to the Committee on a "Request to Revise" form

and approved. The Committee also has the obligation to stop any objectionable procedure which results in an animal experiencing unnecessary distress or pain, or where animals are used for purposes other than those already approved by the Committee. The Committee meets formally at least three times a year, and reports its activities and decisions to the Vice-President, Research.

### **Housing of Animals at the University of Windsor**

Animals are currently housed at three location; 1) basement of the Biology Building (BB), 2) basement of Chrysler Hall South (CHS), and 3) the ground floor of the Great Lakes Institute for Environmental Research (GLIER). The BB and CHS facilities are currently undergoing major renovations to comply with the housing guidelines of the CCAC.

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(2). Note: the University of Windsor received a Certificate of GAP, April 17, 2008

(3). All forms can be found through [www.uwindsor.ca/units/acc/main.nsf](http://www.uwindsor.ca/units/acc/main.nsf)

### **Composition of the Animal Care Committee 2012-2013**

The Animal Care Committee (ACC) is composed of individuals from various areas of the University and community as follows:

Ms. Tania Lepera	Animal Care Coordinator
Dr. Jerry Cohen	Animal User
Dr. Douglas Haffner	Animal User
Ms. Melanie Coulter	Community Representative
Ms. Leigh Harold	Non-Animal User
Ms. Holly Hennin	Graduate Student Representative
Mr. Todd Leadley	Animal Care / Field Technician
Ms. Sherri Menard	Bio Safety Coordinator
Dr. Siyaram Pandey	Animal User
Ms. Linda Sterling	Lab Technician
Dr. John Hudson	Chair
Dr. Kimberly Quinn	Veterinarian
Dr. Olive Love	Animal User

## **Theory**

Every person listed in an Animal Utilization Project Protocol (AUPP) is required to successfully pass the **Introductory & Advanced Level Theory courses** plus one or more **Animal Specific** modules related to the study animal listed in the AUPP. The Chair of the Animal Care Committee produced the training modules and the Animal Care Committee reviewed these modules. There are no exceptions from theoretical training and from updates on new institutional or CCAC guidance except where the researcher:

- is not a protocol author
- will not be undertaking any animal based work, or
- has received equivalent, recent training (documentation must be provided)

Practical training should involve the veterinarian and animal care staff, and not only the principal investigator.

Persons listed in an AUPP with an Invasiveness category greater than B are required to successfully pass the **Introductory Level**, the **Advanced Level Theory**, and one or more **Animal Specific Level** courses with at least a score of 75% to be issued a Certificate.

## **TRAINING MODULES**

### **Introductory Level (All are required)**

Module 1	Guidelines, Legislation, and Regulations
Module 2	Ethics in Animal Experimentation
Module 3	The Three Rs of Humane Animal Experimentation
Module 4	Occupational Health and Safety
Module 5	Research Issues
Module 6	Environmental Enrichment
Module 7	Basic Diseases and the Animal Facility

### **Advanced Level (All are required)**

Module 8	Pain, Distress and Endpoints
Module 9	Analgesia
Module 10	Anesthesia

### **Animal Specific Level (Required based on the AUPP)**

Module 11	Care and Use of Rodents
Module 12	Care and Use of Fish
Module 13	Care and Use of Amphibians
Module 14	Care and Use of Birds