Section 1 - Course Name & Number, Proposed Start Date, Expected Completion Date

Course Name & Number

Expected Completion Date

Proposed Start Date of Course

Section 2 - Course Instructor

Name:

Department:

E-mail:

Work Phone:

Cell Phone:

List Date & Place of Completion of Most Recent Animal User Testing:

Section 3 - Category of Invasiveness (Highest Level)

From Section 11 - Procedures: Select appropriate field(s)

☐ A ☐ B ☐ C ☐ D ☐ E

Section 4 - Personnel

Designated Emergency Contact(s):	Department:	Work/Home Phone:	Date & Place of Completion of Most Recent Animal User Training

Technical Staff/ Teaching Assistants	Department:	Work/Home Phone	Date & Place of Most Recent Animal User Training

Note: The Animal User Training course is mandatory for anyone using animals at the College, including faculty, students, and researchers. Training must be updated every five years.

Section 5 - Teaching Protocol General Information

A) Does this application replace an existing protocol?

Check Box	If yes, list protocol number.	File Number:
☐ Yes		
☐ No		

B) Has this course been subject to departmental or external review for pedagogical merit within the last three years?

Check Box	If "No", indicate date of the next planned departmental review.	Curriculum and program review occur annually through NBCC's Internal Program Review process.
☐ Yes		
☐ No		

Section 6 - CCAC Reporting Data

For CCAC reporting purposes, please write a summary description of your project (40 words or less), in terms understandable to a non-scientist. Example: Sampling blood from fish exposed to Virus X.

Section 7 - Purpose of Animal Use Category

*Applies to all teaching protocols.

- ◯ 5 - Education and training of individuals in post-secondary institutions or facilities.

Section 8 - Animals to be Used

A) List all species involved in the course.

Species	Strain	No needed at one time.	Total require-ment for Year 1.	Housing (bldg & Room)	Experi-mental (bldg & Room)

B) Indicate consideration given to reduce the use of animals. If possible, provide appropriate statistics/power calculations.

C) Does the project involve the use of client-owned animals?

☐ Yes
☐ No

If "Yes", did you attach a copy of the "Client Consent Form"?

☐ Yes
☐ No

Section 9 - Procurement

A) Source of Animal Procurement

☐ Laboratory stock — Ownership: _____

☐ Farm/Stockyard — Ownership: _____

☐ Wild Population — Ownership: _____

B) Trapping Wildlife

Does this section apply to your protocol? If "Yes", fill out the rest of this section. If "No", you may omit this section.

☐ Yes
☐ No

Name of License Holder: _____ Permit/License Number: _____ Expiration Date: _____

Attach copies of all permits.

Specify method of capture. If trap is used, indicate type of trap, injury potential, and monitoring frequency.

Capture of non-target species:

Potential injuries or mortality during capture:

Potential ecological disruption (type and degree of disruption anticipated):

Disposal of deceased animals (e.g. euthanasia, release to field):

Section 10 - Reduction, Refinement, and Replacement

In accordance with the Canadian Council on Animal Care's request for compliance with the principles of "Reduction, Refinement, and Replacement":

A) Explain steps taken to minimize the number of animals used:

B) What consideration has been given to the use of alternative methods which do not involve live animals? For example, computer simulations, videos, etc.

C) What was the rationale in selecting the animal species/strain for this teaching exercise?

Section 11 - Procedure

Review categories of invasiveness in animal experiments on the CCAC website.

A) For either groups of animals or individual animals, list all procedures and indicate what measures will be taken to alleviate or minimize pain and/or distress to the animal.

Include conditioning programs, screening for behavioural soundness, pre-operative assessment, and post-operative care. Specify analgesics and anesthetics with dosages and routes of administration, and special procedures used. Attach SOPs if available. Include euthanasia protocol if part of the usual procedures.

Species/Number of Animals

Procedures

Frequency/Duration

Dosage

Category of Invasiveness

B) Specify the criteria that will be used to assess the level of analgesia / anesthesia required.

C) Give a sequential description of the use of animals in this teaching exercise.

Section 12 - Animal Care

A) List all the individuals who will carry out the above procedures. Provide their technical qualifications and relevant experience performing these procedures.

Name	Procedure(s) to be performed	Qualifications/Experience

B) Explain refinements that have been made to minimize pain, distress and / or discomfort to the animals. Refer to the above listed procedures. (e.g. modified procedures).

Section 13 - Endpoints

A) Indicate any clinical conditions or abnormalities that may occur.

B) Specify what health performance parameter(s) or other criteria triggers the decision for termination of the experiment with the animal. List the people who are responsible for these decisions. (e.g. weight loss. Refer to CCAC guidelines on "Choosing an appropriate endpoint in experiments using animals for research teaching and testing" at CCAC.ca.

C) Specify the frequency of observations for monitoring the condition of the animals by the investigator or research assistant(s).

Section 14 - Euthanasia/Disposition

A) Specify the method of euthanasia and dosage.

B) Provide justification for use of any physical method of euthanasia (e.g. cervical dislocation, decapitation, etc.) without prior use of anesthetic.

C) Final disposition of animals if not euthanized.

Section 15 - Hazardous Agents

A) Biohazardous Materials: Check all that are used in this project.

- ☐ Bacteria
- ☐ Mycoplasma
- ☐ Virus
- ☐ Parasite
- ☐ Fungi
- ☐ Algae
- ☐ Unfixed animal blood, tissue, cells, body fluids
- ☐ Unfixed human blood, tissue, cells, body fluids
- ☐ Cell culture
- ☐ Non-indigenous life form (not found in PEI)
- ☐ Procedures involving large scale production of microorganisms (>10L)
- ☐ Genetically modified microorganisms, animals, or plants.
- ☐ Choice 1

If you checked any of the above, complete the rest of this section. If not, proceed to 15 B.

If any of the above are applicable to your project, you must obtain a biosafety permit as outlined in the University's Biosafety in Research Teaching Policy before beginning work on your project. Exceptions might exist in some cases. These must be determined by the Biosafety Commitee. Research carried out without obtaining a biosafety permit when necessary will be treated as a failure to comply with University policy and will result in a review by the Biosafety Committee, and may lead to disciplinary action. Contact the Biosafety Officer if you have any questions.

If your project includes an animal population infected with a pathogen transmissible to humans or other animals, this must be noted in the biohazardous materials inventory (in addition to all biohazardous substances under your control).

Are you a registered user of this inventory?

☐ Yes ☐ No

If you need assistance in accessing this inventory, please contact the Biosafety Officer.

Has a Biosafety Permit Application been submitted?

☐ Yes ☐ No

Has Biosafety Committee approval by obtained?

☐ Yes ☐ No

Biosafety Permit Number for this project, if available.

B) Are hazardous agents listed below used in this project? If yes, fill out the section below.

☐ Yes ☐ No

Type	Specify Agent
Radioisotope	
Carcinogen	
Chemical	
Other	

Specify what special animal care is required because of the hazard(s) involved.

Section 16 - Emergency Veterinary Care

In the event of an animal health emergency, if contact cannot be made with the personnel listed in Sections 2 and 4, the decision of the Institutional veterinarian will be **final.**

Do any restrictions to normal veterinary care procedures apply to this course? If "Yes", attach specific instructions for the institutional veterinarian.

☐ Yes ☐ No

Section 17 - Signatures

Following approval, a protocol number and file number will be assigned. These numbers must be used when ordering animals and it is understood that these animals will be used only as described in this protocol.

This animal utilization protocol is **VALID FOR 12 MONTHS** from the date of commencement. Multi-year animal utilization protocols can be renewed for a **MAXIMUM OF 4 YEARS IN TOTAL**.

This animal utilization protocol accurately describes all the proposed animal use. It will be kept current and will be modified only after the approval of the Department Head.

All procedures will be carried out by the personnel listed in Section 12 who are trained and competent in using approved techniques and standard operating procedures.

The veterinarian will be notified within 24 hours of any unexpected problems or complications involving animal health and wellbeing in this teaching protocol.

I certify the information provided is accurate and complete.

Principle Instructor: _____ **Date:** _____

Department Head: _____ **Date:** _____

Section 18 - Approval

CERTIFICATION STATEMENT: The Department Head, having examined the proposal for the above project on matters relating to animal care and use, approves the experimental procedures proposed and certifies with the applicant that the care and treatment of animals used will be consistent with the College policy and will be in accordance with the principles outlined in the "Guide to the Care and Use of Experimental Animals" prepared by the Canadian Council on Animal Care. It is also recognizes and respects the right of the investigator to privacy and confidentiality concerning the information presented in this protocol.

Department Head: _____ **Date:** _____

Approved period for animal use:

Beginning: _____

Ending: _____

With renewals submitted each year.