



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: USE OF ANIMALS IN TEACHING

Procedure No.	AC-112-PR	Division	Academics and Applied Research
Supersedes	N/A	Board Policy Ref.	N/A
Related Policy	AC-112	Effective Date	February 18, 2025

1.0 DEFINITIONS

Animal	Any living non-human vertebrate or cephalopod.
Animal Care Committee	Regulatory committee responsible for the ethical assessment of all protocols for animal care and use in research and teaching.
Animal Use Protocol	An Animal Use Protocol is the formal application by research or teaching faculty to use live animals in research, teaching, or at public events.
Canadian Council on Animal Care	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.
College of North Atlantic Community	A member of the College of North Atlantic community under this policy includes, but is not limited to: <ul style="list-style-type: none">• Affiliates: any individual working in collaboration with College of North Atlantic for a business or academic

purpose or an external community member, including all College of North Atlantic graduates and alumni;

- College of North Atlantic Board of Governors: individuals forming the governing body of College of North Atlantic;
- Contractors: any individual or company (and its employees) who provides services to College of North Atlantic under a service contract (i.e., a non-employee-employer relationship) or within a College of North Atlantic facility;
- Employees: any individual who is currently employed by College of North Atlantic or provides services to College of North Atlantic under an employment contract. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (i.e., paid/unpaid);
- Students: any individual registered in College of North Atlantic programs or otherwise participating in College of North Atlantic courses, programs, events, and activities. This includes prospective students and recently accepted student applicants;
- Visitors: any individual visiting a College of North Atlantic property and/or facility; and
- Volunteers: any individual performing work for College of North Atlantic in an unpaid capacity.

Crisis Management Plan A plan, complementary to any general institutional emergency plan, that addresses any unplanned event which triggers a real, perceived or possible threat to the life, health or safety of animals and/or personnel, or to the institution's credibility.

Post-Approval Monitoring Monitoring intended to support collegial work with animal users to ensure that animal care and use is of the highest standard possible, that it promotes best practices, that it

effectively identifies any strengths and/or weaknesses with respect to animal well-being, that it facilitates improvements and compliance, and that all applicable Canadian Council on Animal Care, federal, provincial and institutional policies and guidelines are met.

Memorial Researcher Portal Account

An account to which live animal protocols are submitted to the Animal Care Committee for approval.

Teaching

Animal-based activities that formally educate participants enrolled in a course within a recognized academic curriculum, and for which there is a formal process to assess understanding and retention of knowledge obtained from animal involvement.

2.0 ANIMAL CARE COMMITTEE

- 2.1 All College of North Atlantic (CNA) use of animals in teaching must go through the [Animal Care Committee](#) (ACC) to receive ethical approval.
- 2.2 All CNA use of animals in teaching must go through the ACC to get ethical approval.

3.0 ANIMAL CARE ONLINE TRAINING

- 3.1 All CNA staff who will be responsible for the care and use of animals while they are being used in teaching will complete the Animal Care Online training as provided by Memorial University (MUN). [Registration and training dates](#) are available for review online.

4.0 ANIMAL USE PROTOCOL APPROVAL

- 4.1 All live animal use protocols must be submitted to the ACC no less than six weeks prior to the intended lab occurring. The application must be completed in its entirety using the [Memorial Researcher Portal Account](#). There is a [Guide for Submissions](#) available for review online.
- 4.2 Once completed the Animal Use Protocol (AUP) will be reviewed by the ACC for approval. The ACC meets monthly, and any AUP submitted

must be completed no less than two weeks prior to the next meeting date. The ACC's [schedule](#) is available for review online.

5.0 POST-APPROVAL MONITORING

- 5.1 As per the Canadian Council on Animal Care (CCAC) policy statement on terms of reference for animal care committees and the CCAC policy statement for senior administrators responsible for animal care and use programs, ACC must establish procedures for post-approval monitoring (PAM) of animal use in order to ensure animal use protocols and standard operating procedures are applied in practice as approved in principle by the ACC. The PAM program should also define the roles, responsibilities, and lines of communication of the members of the animal care and use program in the monitoring process.
- 5.2 Individual animal use protocols will be reviewed and procedures observed to ensure compliance with the approved protocol. Each protocol will be reviewed no less than once every three years based on risk assessment.

5.0 CRISIS MANAGEMENT PLAN

- 5.1 CCAC requires that all institutions which use experimental animals have in place a Crisis Management Program (CMP) for their animal facilities and for their animal care and use program.

6.0 ADMINISTRATIVE ISSUES

- 6.1 The lead instructor for the CNA Veterinary Technician Program will communicate directly with MUN'S University Veterinarian and Director of Animal Care and Veterinary Resources on any administrative issues originating from this Policy and associated procedures as well as the Agreement for Shared Ethics and Care Programs between CNA and MUN.

7.0 INTERPRETATION OF POLICY AND PROCEDURE

- 7.1 Questions of interpretation or application of this policy or its associated procedures shall be referred to the Vice President, Academic and Applied Research, who may then refer the matter to the President and CEO. The interpretation of the Policy by the President and CEO are final.

Approval History
Approved by President February 18, 2025