
Title:	Research Ethics Policy - Involving Animals, Biohazard Agents or Radioactive Materials
Type:	Academic
Policy #:	AC100-23
Responsibility:	Academic Policy Committee
Approved by:	Board of Governors, December 2005
Revised:	

1. Preamble

This policy was primarily adapted from the Laurentian University Policy on Animal Care with the University's permission.

The Animal Care Committee meets every second Friday of the month. Deadline for protocols is two weeks before a meeting. The Animal Protocol form is available in MS Word and also PDF format. Annual Renewal forms are available in MS WORD format.

Complete protocols and renewals can be submitted electronically to research@centennialcollege.ca for transmission to the members of the Board, or the appropriate number of copies can be brought to the Applied Research Centre.

The Guidelines are those of the Canadian Council on Animal Care, and can be accessed at their site at www.ccac.ca/english/gui_pol/guides/english/toc_v1.htm.

2. Animal Care Protocol Outline

An animal care protocol must be approved before starting any experiments at Centennial College. Please e-mail or send a disk copy of the protocol to research@centennialcollege.ca, who will file it and forward it to the members of the Research Ethics Board Involving Animals (REBIA). The REBIA members, either individually or through the chair, may request additional information from the applicant. At the monthly meeting (second Friday of the month), the information is reviewed and the protocol is accepted, rejected, or sent back for clarifications or revisions. Protocols are kept on file electronically for administrative purposes. Please note that the members of the REBIA require protocols in hand a minimum of seven days prior to the meeting; otherwise your protocol may be delayed.

Intent: The intent of these reviews and documentation is to promote sound science with proper, healthy animal care and not create barriers in scientific research.

In order to meet Ontario Ministry of Agriculture, Food and Rural Affairs and Canadian Council on Animal Care (CCAC) Guidelines (1997), each protocol must contain the following information. All CCAC documentation can be accessed at: <http://www.ccac.ca>.

To complete the protocol, use the following headings, adding space as necessary.

Project Title

Project Leader

Name	Program/School	Phone	email
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Principal Investigators

Name	Program	Phone	email
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Project

Start date	End date
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Course or Granting Agency

Agency (e.g. NSERC, CIHR):

Funding approved: yes no pending

Scientific Merit peer review

Yes No Not applicable

Comments:

Animal Type (species, strain, transgenic type) and Numbers of animals needed for Project (Explain rationale for species used and animal numbers requested.)

Anesthetics (In each applicable case, specify agents, dose and route) (recovery or no recovery expected) (justification if not to be used).

Analgesics (In each applicable case, specify agents, dose and route) (pre and/or post operative) (justification if not to be used).

Other drugs or chemicals Involved

Drug

Dose

Route

Purpose

Procedure (Specify all details on animal manipulation as well as follow up care and maintenance.) (Use more space when necessary.)

Hazards (Indicate any use of hazardous material e.g. infectious, radioactive, biohazardous, which may pose a risk of contamination to personnel. Institutional approval of their use should be indicated. Specify necessary precautions required in the housing and handling of the animals as well as disposal of animals and animal use. Indicate your experience in these areas.)

Level of Invasiveness (According to CCAC guidelines available in the research office or from members of the ACC, or web site <http://www.ccac.ca>)

Level A..... B.....CDE.....or combination (give details)

Method of Euthanasia (death) (Any method other than drug overdose, CO2 or CCAC approved method by species techniques published in Guide to the Care and Use of Experimental Animals must be detailed and justified.)

Endpoint (Description of the point at which an animal should be euthanized due to distress (For information see CCAC Guide Vol 1 (2nd ed) "Appendix XV- Ethics of Animal Investigation" and CCAC document "Choosing an Appropriate Endpoint in Experiments Using Animals for Research, Education and Testing: Guide Principles" 1998. An animal displaying irreversible distress (suffering) should be euthanized before the point of death.

Replacement, Refinement, or Reduction Efforts: (Describe any efforts in replacement or refinements of your animal model and reduction in animal numbers. If the three 'R's are not to be employed, explain why.)

Wildlife Studies: (Describe capture, restraint, transportation and/or housing of animals used in field studies as well as any other information pertinent to field studies, such as capture of non-target species and potential injuries or mortality during capture or transportation, if relevant.)

Rationale for Research or Pedagogical Merit for Teaching:

Non-technical Rationale (A lay person should be able to understand the gist of the experiment in this section.)

Relevant References: (Please give references related to your study, particularly animal manipulation procedures.) You may use your preferred format. You must, however, ensure that all of the above sections are included or the protocol will be returned.

Animals must not be ordered unless the protocol has been accepted and the animal care technologists have been informed for proper preparation of your order. Failure to do so will result in animals being returned to sender at your expense.

3. Formal Request For Annual Renewal Of Ongoing Animal Care Protocol: Centennial College Research Ethics Board Involving Animals

(Please fill in document and send to research@centennialcollege.ca) for distribution to the animal care committee.)

Principal Researcher: _____

Protocol Number: _____

Date: _____

Title of Protocol _____

Brief review paragraph of protocol: (add a sheet if necessary)

Intentions: (check one)

I wish to renew _____ I do not wish to renew _____

Number of animals to be used in current year _____

Changes to protocol (if any): (A new protocol must be submitted if there are major changes to the protocol).

4. Research Involving Biohazards Agents, Or Radioactive Materials

This policy was primarily adapted from Algonquin College's Policy on Research Involving Animals, Biohazards, or Radioactive Materials

All Researchers who are conducting or who propose to conduct research **involving Biohazards Agents** must adhere to the standards outlined in the Laboratory Biosafety Guidelines (1996 2nd ed.), which can be obtained from:

Office of Biosafety
Population and Public Health Branch, Health Canada
Ottawa, Ontario K1A 0L2

Internet address: <http://www.hc-sc.gc.ca/pphb-dgsp/ols-bsl/index.html>

Researchers must obtain certification from the Biosafety Committee.

The signature of the institutional authorities on the research proposal/ grant application signifies that the institution agrees to release funds only to researchers who have the necessary certification.

All Researchers who are conducting **Research involving Radioactive Materials**, or propose to conduct research using radioactive materials, must comply with all Canadian Nuclear Safety Commission (CNSC) regulations, recommended procedures, and safety precautions governing the use of such materials in Canada. This information is available on CNSC's Web site at www.nuclearsafety.gc.ca or by calling: 1 800 668-5284.

5. References

- Algonquin College Policy on Research Involving Animals, Biohazards, or Radioactive Materials
- <http://www.hc-sc.gc.ca/pphb-dgsp/ols-bsl/index.html> Policy
- www.nuclearsafety.gc.ca