UNIVERSITY OF TORONTO

OFFICE OF THE VICE-PRESIDENT, RESEARCH AND INNOVATION

UACC Animal User Training Guide

All investigative personnel must be adequately trained prior to starting relevant animal work. The University of Toronto has a modular animal user training program provided through the Division of Comparative Medicine (DCM).

At minimum, you must complete the ethics and regulations module along with the relevant species-specific biomethodology module. Additional training is required for more advanced techniques, use of chemical or biological hazards, or any procedures not covered in the introductory module. All modules include a competency evaluation prior to successful completion.

For some non-rodent species (e.g. zebrafish, reptiles, amphibians, wildlife), species-specific training is delivered by investigative staff. In these cases, the Principal Investigator (PI) must complete an Attestation of Specialty Training form for each user (or group of users) trained.

All personnel **must** be listed on an approved Animal Use Protocol (AUP) before performing animal work or being permitted to access the animal facility.

Once training is completed and you are listed on an AUP, contact the relevant facility manager for card/fob access and a tour of the vivarium (*see Table 1*). *Card keys/fobs must not be shared.*

Table 1

Facility	Contact for facility tour/access
BSF	Christine McCaul: christine.mccaul@utoronto.ca
DCM (MSB/CCBR)	A fob is required to request facility access. Obtain a fob through your departmental business officer. Then submit a request form for facility access.
UTM	Alison Weller: alison.weller@utoronto.ca
UTSC	utscanimalvivarium@utoronto.ca

Training Process

A. Registering for Training *(see Tables 2 & 3 for complete list of modules)*

1. Go to the Research and Innovation Forms website and select the appropriate training request form under *Animals in Research*.
2. Complete the training request form and submit it to DCMtraining@utoronto.ca.
3. DCM will send registration confirmation and instructions for next steps.
   Individuals without a UTORid or U of T email address must contact the RAISE helpdesk (RAISE@utoronto.ca or 416-946-5000) to obtain login information.

B. Ethics and Regulations Module

1. ALL users, without exception, must complete the Ethics and Regulations module which includes information on the ethics of animal use in research.
2. The Ethics and Regulations module is delivered online using Quercus (Quercus access instructions will be sent in the registration confirmation email).
3. Successfully complete the quizzes at the end of each module chapter before signing up for/completing all other modules.

C. Mouse/Rat Modules

1. Complete the online module using Quercus (Quercus access instructions will be sent in the registration confirmation email) and the corresponding quizzes.
2. Attend the hands-on module (dates and times are sent once online module/quizzes are completed) and pass the competency assessments.
3. Take a facility tour.
4. Obtain facility access.

D. Additional Animal Training (advanced techniques, anesthesia, surgery, chemical/biological hazards)

1. Complete the online module (available for advanced techniques, anesthesia and surgery modules) using Quercus and the corresponding quizzes.
2. Attend hands-on training (dates and times sent after registering).
3. Have an observation session/competency assessment (if applicable).

Note: Species-specific modules must be completed before additional training.

E. Other Species (excluding fish)

1. Attend a hands-on module (dates and times sent by email with registration confirmation) or obtain training from the PI (if no official training is offered) and complete the Attestation of Specialty Training form.
2. Take a facility tour.
3. Obtain facility access.

F. Fish Training

1. All fish users must successfully complete the ethics and regulations online module (see section B above).
2. All fish users handling fish must complete the University of Prince Edward Island's online course "The Experimental Fish" and provide a certificate of completion to ROCO (acc.coordinator@utoronto.ca).
3. The PI must provide hands-on training for relevant procedures (e.g. capture, fin clipping, euthanasia) and complete/submit the Attestation of Specialty Training form.

4. Take a facility tour (if applicable).
5. Obtain facility access (if applicable).

Table 2

Module/Requirement	Contact	Completed
Ethics and Regulations Module	DCMtraining@utoronto.ca	
Species-specific biomethodology*	DCMtraining@utoronto.ca	
Name added to relevant AUP(s)	My Research Portal	
Facility access	Refer to Table 1	

**Mouse and rat biomethodology modules are offered at least bimonthly*

Requests for training should be submitted as close as possible to when work is anticipated to begin, while allowing adequate time for more complex projects, as some modules have pre-training requirements and are offered only on a limited basis. Please contact DCMtraining@utoronto.ca for more information if the extra training you require is not listed in Table 3.

Table 3

Module	Contact	Completed
Anesthetic training	DCMtraining@utoronto.ca	
Surgery module		
Advanced techniques (e.g. gavage, IV blood collection)		
Radiation hazard training		
Chemical hazard training		
Containment level 2 training		
Containment level 3 training		

Additional University of Toronto Training

The University has mandatory safety training offered through the office of Environmental Health and Safety (EHS) (Table 4). Users are required to take all courses that are relevant to the project and exposure to hazards. A matrix is available to assist in determining your EHS training requirements.

Table 4

Course	Contact	Completed
Basic Health and Safety (EHS002)	EHS Office	
WHMIS and Lab Safety (EHS101)		
Laboratory Biosafety (EHS601)		
Respiratory Protection Training (EHS532)		
Intro to Radiation Protection (EHS706)		
Blood-borne Pathogens (EHS603)		
Transportation of Dangerous Goods Bio (EHS909)		
Transportation of Dangerous Goods Chem (EHS910)		
X-ray Safety (EHS741)		
Sealed Source (EHS710)		
Laser Safety (EHS731)		

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