



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 bi methodology 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. *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 complete and submit a requisition form (available on Blackboard). A facility tour will be part of the training for these sites. |
| UTM | Alison Weller: alison.weller@utoronto.ca |
| UTSC | Michelle Wodzak: utscanimalvivarium@utoronto.ca |

Training Process

- A. Registering for Training (see Tables 2 & 3 for complete list of modules)
 1. Log into [Blackboard](#) following the instructions, and access the “DCM Forms” organization.
Note: First time users must enroll in the organization
 2. Complete a 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 currently delivered in person. The next available date will be provided once your training request form has been submitted (see Section A, above).

C. Mouse/Rat Modules

1. Complete the online module (using access information obtained 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. Attend hands-on training (dates and times sent after registering).
2. 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 complete the ethics and regulations module.
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.



Table 2

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

**Mouse and rat bi methodology modules are offered at least monthly*

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 training | | |
| Chemical 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) | | |