

Policy Title:

Animal Care Policy

University Classification & Policy Number:

~~TBDA-002-26~~

Approval Body:

Administration

Responsible Designate:

The Vice-President, Research and Innovation ("~~VPRI~~") is responsible for the development, administration, and review of this Policy. The University Animal Care Committee (UACC) reports to the VPRI and oversees the administrative aspects of research involving animals. The VPRI, in consultation with the UACC, may approve documents which are secondary to and comply with this Policy.

Established:

August 2013

Revised:

October 3, 2017

January 13, 2026

Editorial Revisions:

Not applicable

Scheduled Review:

~~2022/23~~2031/32

1.0 Policy Purpose

- 1.01 The purpose of this Policy is to affirm the commitment of The University of Winnipeg's ("~~University~~") ~~commitment~~ to maintaining high standards of animal care and use in animal-based research, teaching, and testing and to set out the principles under which animal care and use will be governed at the University.
- 1.02 This Policy and ~~its Procedures accompanying documents will~~ identify the responsibility, authority, and accountability of those involved in animal welfare assurance at the University.

2.0 Definitions

The following definitions apply to terms as they are used in this Policy and its Procedures:

- 2.01 Animal(s): Any living non-human vertebrate (e.g., mammals, birds, reptiles, amphibians, and fish), and any cephalopod (e.g., octopuses and squids).
- 2.02 Canadian Council on Animal Care ("CCAC"): The CCAC is the national organization responsible for setting and maintaining standards in Canada for the ethical care and use of animals in science (research, teaching, and testing) in Canada. It ensures compliance with guidelines through assessment and certification programs to promote animal welfare and scientific integrity.
- 2.03 Category of Invasiveness ("COI"): the categories defined by the CCAC describing the invasiveness of the procedures used on a live Animal. Invasiveness is based on the degree and duration of pain or physical distress associated with the procedure.

- 2.04 **Post-Approval Monitoring (“PAM”)**: following the approval of each written Animal-use protocol, an ongoing program is implemented by the UACC to observe, measure, and report at least every twelve months on the level of risk pertaining to each protocol.
- 2.05 **Standard Operating Procedure (“SOP”)**: A set of written instructions that document and inform a routine or repetitive activity.
- 2.06 **University Animal Care Committee (“UACC”)**: the group that reports to the VPRI and oversees the administrative aspects of research involving Animals. It is the responsibility of the UACC to establish and oversee appropriate procedures to ensure the ethical conduct of research involving Animals and compliance with CCAC standards.

3.0 Scope

This Policy applies to all faculty, staff, students, ~~and~~ volunteers, or anyone associated with the University who participate in research, studies, research-related activity, or teaching involving aAnimals at the University or under the auspices of the University.

4.0 Policy Elements

4.01 Principles

- 4.01.01 All research and teaching at the University that involves aAnimals must be conducted in an ethical manner, ~~and~~ in compliance with all applicable requirements, ~~and including~~ must adhereing to the guidelines of the CCAC.
- 4.01.02 Animals should be used only if best efforts to find an alternative have failed. The CCAC guidelines require adherence to W. M. S. Russell and R. L. Burch’s tenet of the “three Rs”: the “replacement, reduction, and refinement” of Animal use. Those using Animals should employ the most humane methods on the smallest number of animals required to obtain valid information.
- 4.01.023 The University requires that research, ~~or other studies, research-related activity, or teaching~~ involving aAnimals undertaken by anyone associated with the University, or in any University facilities or services used, or with funds for such purposes accepted, or accounts established, or pursuant to the scope of this Policy, meet or exceed the standards outlined in the most current Guide to the Care and Use of Experimental Animals published by CCAC the Canadian Council on Animal Care and other guidelines published or endorsed by the CCAC. All members of the University including but not limited to faculty, staff, students, and volunteers planning to use non-human vertebrate-aAnimals or cephalopods for scientific purposes, no matter where or with whom, must first have ensure their work is reviewed and approved by the UACC, under their ir Terms of Reference, of the UACC before the project commences.

4.02 Principles Guiding Review

- 4.02.01 The University acknowledges that the use of aAnimals in research is a privilege, not a right. In keeping with this understanding, the University maintains rigorous oversight of the care and welfare of aAnimals used in teaching and research.
- 4.02.02 Animals may be used in teaching, allowing us to train new generations of scholars to conduct research benefiting both humans and aAnimals.

- 4.02.03 The purpose of ~~a~~Animal-use ethics review is to foster and ensure practices that respect ~~a~~Animals, promote the integrity of researchers/scholars, and uphold the principle of academic freedom. All investigators, whether faculty, staff, ~~or~~ students, volunteers, or anyone associated with the University are responsible for the ethical conduct of undertakings in which they are involved.
- 4.02.04 The University requires adherence to the guidelines of the CCAC with particular emphasis on the ~~CCAC's Guide to the Care and Use of Experimental Animals, Ethics of Animal Experimentation~~CCAC's Guide to the Care and Use of Experimental Animals, Ethics of Animal Experimentation, and the CCAC Guidelines on Animal Use Protocol Review (1997). In addition, the University requires adherence to all federal and provincial legislation, to guidelines of the ~~Canadian Association of Laboratory Animal Medicine~~Canadian Association of Laboratory Animal Medicine, and to all applicable veterinary standards.
- a) If the protocol ~~is occurring~~exists in another jurisdiction (i.e., it is multi-jurisdictional), then the researcher must additionally abide by the applicable guidelines in that jurisdiction, (e.g., ~~x~~ USA and the Institutional Animal Care and Use Committee ("IACUC") in the U.S.).
- 4.02.05 Projects are to be conducted only as approved. All ~~a~~Animal-based projects are subject to appropriate ongoing ~~Post-Approval Monitoring ("PAM")~~PAM.

4.03 UACC Responsibilities

- 4.03.01 The responsibility of the UACC is to ensure that no research or testing project or teaching program involving ~~a~~Animals begins without prior UACC approval of a written ~~a~~Animal-use protocol and that no ~~a~~Animals are acquired before such approval.
- 4.03.02 The UACC will ensure that all ~~a~~Animal users are aware of ~~this ese UACC Policies~~ and ~~its~~ Procedures and ~~that ensure~~ they are familiar with CCAC's *Guide to the Care and Use of Experimental Animals* and ~~E~~ethics of Animal ~~E~~xperimentation statements; all federal, provincial, or municipal statutes that may apply; ~~and s well as~~ other associated University requirements.
- 4.03.03 The UACC will ensure that all protocols are reviewed annually, i.e., within a year of ~~the~~ commencement of ~~the a~~ project. A protocol which has no major changes or major amendments can be renewed for three (3) consecutive years, after which submission of a new protocol for whole committee review is required.
- 4.03.04 The UACC must approve any modifications to a protocol before ~~they are~~ it is implemented. Animal users may make minor amendments to their protocols under short-form review. For any major changes to a protocol, a new, full protocol submission will be required. The UACC's ~~policy~~ definitions of major and minor changes and amendments ~~are is~~ attached to this Policy as Appendix "A": The Submission of a New Protocol or an Amendment to an Existing Protocol.
- 4.03.05 The UACC will implement a program of ~~Post-Approval Monitoring ("PAM")~~PAM proportionate to the level of risk pertaining to each protocol. Under the PAM program, all protocols are subject to UACC monitoring at least once every twelve months from the start date of the project. Projects involving higher ~~e~~Categories of ~~invasiveness~~COI, for example, may be subject to more frequent monitoring activities.

4.03.06 The UACC will regularly review frameworks to ensure the establishment and implementation of a system of ~~a~~Animal care that will meet the University's needs ~~of the institution~~. The UACC's review of this Policy~~ies~~ and ~~its~~ Procedures will may subsequently make recommendations of any necessary changes for VPRI approval. The review will:

- a) require that all ~~a~~Animal care and ~~a~~Animal experimentation is conducted within the guidelines as set out in CCAC's most current *Guide to the Care and Use of Experimental Animals* and according to any federal, provincial, and institutional regulations that may be in effect;
- b) ensure adequate ~~a~~Animal care and management of the ~~a~~Animal facilities, in particular, by verifying that there are adequately trained personnel to provide ~~a~~Animal care and operation of the ~~a~~Animal facilities;
- c) include the training and qualifications of ~~a~~Animal users and ~~a~~Animal care personnel;
- d) include standards of husbandry, facilities, and equipment;
- e) include ~~s~~Standard ~~e~~Operating ~~p~~Procedures for all activities and procedures that involve ~~a~~Animals;
- f) include acceptable procedures for euthanasia;
- g) include review and revision of its Terms of Reference to meet new CCAC policies or guidelines and changing needs within the University, the scientific community, the ~~a~~Animal welfare community, and society as a whole; and
- h) include policies and procedures for monitoring ~~a~~Animal care and experimental procedures.

4.03.07 The UACC will be responsible for ~~a) serving as an appeal body under the terms of a joint appeal agreement between Brandon University and The University of Winnipeg in the event of an appeal at Brandon University of a decision made by that University's Animal Care Committee; and~~ maintaining contact with the CCAC Secretariat and informing the Secretariat of any changes to the Program. The UACC will, as required, submit complete and accurate ~~a~~Animal use information in the CCAC *Animal Use Data Form* - ("AUDF") format for all protocols and any other documentation required by the CCAC annually and also when required in pre-assessment documentation.

5.0 Relevant Legislation

- ~~The Animal Care Act (Manitoba; 1996)~~
- The Animal Care Regulation
- Containment Standards for Facilities Handling Aquatic Animal Pathogens – First Edition
- Criminal Code of Canada (Sections 44~~54~~ to 447.1)
- The Fisheries Act
- The Food and Drugs Act
- The ~~Health of Animals Act~~ (Canada; 1990)
- ~~Manitoba Animal Care Act (1996)~~

- [Requirements for Non-Human Primates Imported into Canada](#)
- [Strategy to replace, reduce or refine vertebrate animal testing under the Canadian Environmental Protection Act, 1999](#)
- [Veterinary Biologics Guideline 3.11E – Guideline for Inspection of Veterinary Biologics Manufacturers and Importers](#)
- Wild Animal and Plant Protection and Regulation of *International and Interprovincial Trade Act*

6.0 Related Policies, Procedures and Institutional Documents

- [Animal Care Procedures](#)
- [Responsible Conduct of Research and Scholarship Policy and Procedures](#)
- [University Records Policy and Procedures](#)



Appendix “A”

The Submission of a New Protocol or an Amendment to an Existing Protocol

Approved by the University Animal Care Committee

January, ~~2026~~ January, 2013

1.0 Purpose

1.01 ~~The purpose of Appendix “A” is to~~ provide guidance to ~~P~~principal ~~i~~nvestigators (“PIs”) and consistency across time with respect to the use of an amendment form versus the requirement for a full, new protocol submission to document changes to existing approved protocols. This document is intended to provide guidance rather than to present a set of rules.

1.02 To provide more clarity, ~~here is to~~ the statement found on the amendment form is as follows:

An amendment may be used for minor changes in numbers of animals; changes, additions, or deletions of species being used; personnel changes; and minor modifications to procedures. Substantial changes to procedures, or addition of or change to new procedures not reviewed in the existing protocol, or large changes in numbers or species of animals being used will require submission of a new protocol.

2.0 Procedures

2.01 The decision to amend a protocol as a regular amendment or a full protocol submission rests with the University Veterinarian, with consultation when appropriate. In order to make the process easier for PIs, the UACC will not overturn the decision, i.e., request a full protocol submission following submission of an amendment (as approved by the veterinarian) to the UACC. The UACC ~~can~~may, however, request additional information.

2.02 Changes which are more likely to cause an accompanying change in ~~a~~Animal welfare are more likely to be referred to the UACC. Multiple changes are more likely to require another ~~re~~-review by the UACC. If any of the reviewers of an amendment express uncertainty or question any aspect of an amendment, they can inform the Chair who would, in most instances, recommend that the amendment be reviewed by the UACC.

Changes which would be significant and would normally require a full protocol submission:

- a) a change in the main objective of the study or a change in the direction of the research (hypotheses and objectives) from those described in the grant request and/or in the existing ~~a~~Animal use protocol;
- b) a change from non-survival to survival surgery;

- c) the addition of a neural blocking agent to a surgical procedure;
- d) a change in the degree of invasiveness of a procedure or discomfort to an ~~a~~Animal (B → C or D; C → D);
- e) addition of a new D procedure to a D protocol: ~~E~~exception: ~~A~~addition of a new transgenic to a protocol already approved for use of transgenics;
- f) withholding, or reducing substantially, the use of analgesics or other drugs or procedures which provide comfort or safety for an ~~a~~Animal or handler;
- g) addition of an untrained ~~a~~Animal user;
- h) an increase of the ~~a~~Animal number by twenty per cent (20%) or more; or
- i) addition of a treatment group.

Changes which would normally be handled on a case-by-case basis:

In general, changes in this category have widely varying effects, only some of which would warrant a full protocol submission. Two options are available:

1. a new protocol submission reviewed by the full UACC; or
2. a standard amendment form, reviewed by a subcommittee of the UACC. The subcommittee will consist of a knowledgeable scientist (preferably the Chair), the University Veterinarian, and the Community Representative. The review process should normally be completed within five (5) working days.

The option required will normally be based on the number of areas of the protocol which are impacted by the change(s): numerous changes involving multiple categories are more likely to require a new protocol submission. The number of changes throughout the history of the protocol will also be considered.

Categories are listed below, along with some statements for clarification.

1. Change in species/sex/breed/strain/age/genetic manipulation:
 - a. the degree to which the proposed changes will or potentially alter the procedures involving the ~~a~~Animals, introduce early endpoints, or have potential negative effects on the ~~a~~Animal will be the deciding factor on how these will be handled.
2. Change in method of euthanasia:
 - a. a change from a non-physical to a physical method will generally require another ~~re~~-review by the UACC;
 - b. a change from a recognized to a new or not normally recommended method will usually require review by the Committee.
3. Change in the duration, frequency, or number of procedures performed:
 - a. the probability and degree of increased distress for the ~~a~~Animal will be the deciding factor.
4. Change in the anesthetic agent or in the use of analgesic agents:
 - a. the degree of difference in efficacy, titration, and difficulty in administration of the agent will be considered.

5. Change in early endpoints:
 - a. changes in early endpoints likely to produce an alteration in welfare will be more likely to require review by the UACC.

Changes which would normally be appropriate for an amendment:

1. Changes in personnel involved in aAnimal procedures:
 1. addition or deletion of associates, or changes in their supervision status;

The only exception would be when there is a significant reduction in the level of skill competence in the group.
2. Changes in the use of hazardous agents must be recorded in an amendment.

These changes must be cleared through the facility director and the University's Health and Safety Office before being instituted. Submission of an amendment does not constitute such clearance.
3. change in drug(s) used, where the effects on the aAnimal are known to be equivalent;
4. change in a procedure in a live aAnimal, where the effects on the aAnimal are known to be equivalent; or
5. change in number of aAnimals (by five to ten per cent (5-10%)) with appropriate justification (e.g., for statistical relevance).

Emergency/Provisional amendment approval under extraordinary conditions:

1. The UACC recognizes that in a research environment, unforeseen circumstances may arise. In this case, an emergency/provisional approval may be provided by the veterinarian following contact (phone or email) by one of the research teams. Appropriate paperwork must follow in a timely fashion.

Changes which can be amended at the next protocol annual renewal:

1. a title change or a change in source of funding;
2. reduction in the numbers of aAnimals used;
3. procedures at the higher level are completed and only the lower level of invasiveness procedures are being performed; note this may result in a decrease COI placement (from C to B for instance); or
4. information on secondary use of aAnimal tissues post euthanasia.