



Procedure Title:

Animal Care Procedures

University Classification & Procedure 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 these Procedures.

Established:

August, 2013

Revised:

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Editorial Revisions:

Not applicable

Scheduled Review:

2031/32

1.0 Procedure Purpose

The purpose of these Procedures is to set forth the specific actions that will be taken to implement the Animal Care Policy at the University of Winnipeg.

2.0 Definitions

~~The following All definitions in the Animal Care Policy are incorporated into these Procedures and shall apply as fully as if they had been set out verbatim herein. apply to terms as they are used in these Procedures:~~

~~2.01 **Animal:** 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 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.~~

3.0 Scope

These Procedures apply to all faculty, staff, students, and volunteers, or anyone associated with the University who participate in research, studies, research related activity, or teaching involving animals at the University or under the auspices of the University.

4.0 Procedure Elements

4.3.01 Time Frame and Procedures for Review

- 4.01.01 All new, ~~a~~Animal-use ethics protocols, including a PDF copy of the signed ~~D~~declaration form, must be submitted to the Research Office through WebGrants. Protocols received by the Research Office prior to the publicized deadline normally

will be reviewed at the next scheduled ~~University Animal Care Committee~~ UACC meeting. Where the protocol may require external review or involve ethical issues and so necessitate more time for consultation, revision, or committee discussion, the researcher shall allow sufficient time for such activity to take place in advance of any critical dates. The researcher shall consult with ~~a~~Animal care staff, particularly the University Veterinarian and the Vivarium Director, prior to protocol submission ~~as appropriate~~ so as to reduce time later required for UACC review. ~~(It is recommended that please consult the appropriate individuals be consulted at least one (1) month before submission or if the research requires fish breeding then at least three (3) months prior).~~ Because the UACC needs sufficient time to distribute and read protocols prior to the meeting, protocols received between the submission deadline and the meeting date will not be reviewed until the subsequently scheduled UACC meeting.

4.01.2 Refer to the Resources for Researchers SharePoint site ~~search website~~ for scheduled UACC meeting dates and deadlines, as well as instructions on completing and submitting the WebGrants ethics application forms. <http://www.uwinnipeg.ca/index/research-animal-ethics>

4.01.3 Researchers will be notified of the outcome of the UACC review within two (2) working days ~~with an approval form and an email~~. More time may be required if issues arise in the UACC meeting that necessitate consultation or protocol revision, and/or the committee requires that the protocol be revised and considered further at the next committee meeting.

4.0.04 Following protocol approval, a copy of the approved protocol will be forwarded to the ~~a~~Animal care technicians in order to have the information readily on hand for reference in the areas where ~~a~~Animal-based work is taking place.

4.02 Animal Order Notification

If applicable, following protocol approval, an ~~A~~Animal ~~O~~order ~~N~~otification ~~F~~orm will be forwarded by the Research Office's staff member (Program Officer for Research Implementation and Ethics) ~~UACC Co-ordinate~~ to the technician or facility manager authorized to order ~~a~~Animals, ~~and to the facility~~ ~~a~~Animal care technicians, and the Purchasing ~~e~~Office. Animals must be ordered as outlined in the ~~F~~orm. Without an official Animal ~~O~~order ~~N~~otification ~~F~~orm, or where the ~~a~~Animals are not as listed/described in the ~~F~~orm, ~~a~~Animals will not be permitted into the ~~a~~Animal complex.

4.03 Interim Protocol Review

In exceptional instances, interim approval of a protocol may be given prior to a full UACC meeting, provided that the protocol has the unanimous approval of the University Veterinarian, Community Representative, the Chair of the UACC, and a competent scientist (who may also be the Chair of the UACC). ~~If the Chair of the UACC has a conflict of interest (e.g., if the Chair is the applicant), the Chair will exclude themselves from the conversation and review and appoint an interim Chair for the given meeting. the Vice-Chair shall fulfill this responsibility.~~ Such approval shall be valid for a maximum of forty-five (45) days. Protocols given ~~i~~Interim ~~A~~pproval will be subject to ~~a~~ ~~F~~ull ~~R~~eview at the next UACC meeting.

4.04 Multi-Site Research Review

4.04.01 A protocol for the use of ~~a~~Animals in research and scholarship ~~that, which~~ has already received approval from another CCAC-~~accredited~~ institution ~~for other relevant jurisdiction from the host country, e.g., the Institutional Animal Care and Use Committee ("IACUC")~~ IACUC in the U.S.), and where the ~~a~~Animals are ~~to be~~ housed and the experiments are ~~to be~~ conducted at another institution, ~~may will~~ be reviewed under the ~~M~~ulti-~~S~~ite ~~R~~esearch ~~R~~evision process ~~is~~ as follows:

- a) the researcher submits one copy of the completed approved protocol with a cover letter (including ~~the~~ application, proposal, approval, research measures, etc.) to the Research Office;
- b) In the case where the UACC Chair, University Veterinarian, and Community Representative believe that all University of Winnipeg ethics requirements have been met, they have the authority to provide approval of the protocol without further review, and ~~they~~ shall report the approval of the protocol at the next meeting of the full UACC; ~~and~~
- c) ~~A~~alternatively, ~~in the case~~ where further discussion is needed to determine whether the University is likely to approve the protocol, the Chair, University Veterinarian, and the Community Representative may consult with the Faculty member and/or experts or initiate the full University ethics review process as outlined in ~~this~~ ~~ese~~ Animal Care Procedures ~~document~~.

4.05 Renewal of Protocol

4.05.01 Ethics approval is granted for a period of one year only. If any project extends beyond that time, the ~~investigator-researcher~~ must apply for a renewal of the protocol to the UACC sufficiently in advance of the expiry date, ~~so~~ that a decision ~~shall have been~~ made prior to expiry of the existing one-year approval. Applications for short form renewal are submitted through WebGrants using the Animal ~~E~~thics ~~R~~enewal post-approval activity form. Short form renewal may be used for three successive years after the original approval of the protocol, after which a new complete protocol must be submitted.

4.05.02 ~~NOTE~~Note: If a protocol is not renewed in any year, a new complete protocol must be submitted when it is re-activated.

4.06 Amendment of Approved Protocol

4.06.01 Where minor changes or additions to an already approved ethics protocol are required, such as ~~minor changes in~~ numbers of ~~a~~Animals used; ~~minor changes in~~ anesthetics, analgesics, or other drugs or agents administered to ~~a~~Animals ~~known to be equivalent~~; additions to ~~the~~ personnel who will be working with live ~~a~~Animals in the project; or to make minor changes in procedures from those given in the original protocol, the completed Animal ~~E~~thics ~~A~~amendment post-approval activity form must be submitted through WebGrants to the Research Office. The UACC Chair, University Veterinarian, and Community Representative review and ~~decide on~~ ~~approve~~ all amendments. Changes may not be implemented until approval of the amendment is received.

4.06.02 ~~Note~~^{OTE}: Substantial changes to an approved protocol are required to undergo review at a meeting of the full UACC. Substantial changes include such things as large changes in the number of ~~a~~^Animals used or major changes to the procedures and/or objectives of a project, particularly those which result in a higher CCAC Category of Invasiveness. ~~The decision whether or not such changes require submission of a new protocol is at the discretion of the University Veterinarian.~~

4.06.03 Refer to the guidelines document found on the [Resources for Researchers SharePoint site. Research Office website. http://uwinnipeg.ca/research/animal-ethics.html](http://uwinnipeg.ca/research/animal-ethics.html)

4.07 Protocol Preparation

4.07.01 Before preparing a protocol, researchers are urged to read thoroughly ~~these~~ [Animal Care UACC Policies](#) and [these Animal Care Procedures established by the UACC](#), and the Canadian Council on Animal Care Guidelines. All protocols consist of the UACC *Animal Ethics Application* found in WebGrants and a detailed statement of project procedures.

~~Please~~^{Note} the following.

- a) All sections of the application must be completed or else labeled "Not Applicable" (~~"N/A"~~).
- b) The researcher must, if appropriate, propose an ongoing review mechanism.
- c) ~~Standard Operating Procedures ("SOPs")~~ ^{SOPs} are to be used in the application. SOPs within the application should be identified by title and reference number. Where an SOP is not available, the researcher must create a new one and include it with the protocol for approval. SOPs are available for reference in the Vivarium and in the Research Office. The complete listing of SOPs is available on the [Resources for Researchers SharePoint site. Research Office website at: http://www.uwinnipeg.ca/index/researchanimal-ethics.](http://www.uwinnipeg.ca/index/researchanimal-ethics) [TO BE UPDATED]
- d) A copy of the ~~D~~^dclaration form must be printed, signed, and attached to the WebGrants ~~a~~^Animal use application form. ~~(An electronic signature is acceptable).~~
- e) The detailed statement of project procedures must include all information that the application indicates is required, presented in language that can be understood by non-scientists.
- f) All application responses that raise ~~concerns related to the CCAC guidelines on protecting a~~^{Animal welfare in research} ethical questions must be addressed satisfactorily. ~~Any~~^{All} other aspects of the project that are pertinent to ethics review also must be addressed, ~~such as potential conflicts of interest.~~
- g) For research conducted within or in association with other institutions, a letter of permission from a person with institutional authority must be provided either with the protocol or before the project begins.

- h) Pursuant to the Scientific Merit Peer Review Form, and in accordance with the CCAC Policy Statement on: Scientific Merit and Ethical Review of Animal-Based Research, a teaching or research protocol not reviewed by external, peer-reviewed agencies must receive peer review to ensure ~~that the~~ scientific merit has been demonstrated. Where evidence of good peer review is absent, two knowledgeable scientists who are not collaborating with the applicant in the said protocol, and at least one of whom is not a member of the UACC, must review the protocol. ~~Please note that the~~ The Research Office is responsible for obtaining the two reviews and *not* the researcher. However, researchers are encouraged to recommend potential reviewers. Researchers are advised to allow additional time for the process of peer review.
- i) Incomplete protocols received by the Research Office will be sent back to the researcher through WebGrants for resubmission when complete.
- j) Researchers are encouraged to consult with the Research Office and/or the Chair of the UACC if they are uncertain what information is required or how the protocol preparation guidelines apply to their project.
- k) Prior to their implementation, any alterations to procedures described in an approved protocol must be reported to the Research Office. The UACC Chair and/or the University Veterinarian will then determine whether additional review is required, and if so, what type.

4.08 Appeals of the ~~University Animal Care Committee~~ UACC Decisions

- 4.08.01 Researchers may request in writing that the UACC reconsider a decision made regarding the researcher's protocol. This request should be detailed and include the reasons for their request. Such requests should be directed to the Chair of the Committee, who will include them in the agenda for a subsequent Committee meeting, according to the time frame outlined above ~~in 3.01.01 and 3.01.02~~.
- 4.08.02 Decisions of the UACC may only be appealed to the ~~Vice President, Research and Innovation~~ VPRI, who will, in consultation with the UACC Chair and the researcher, then select persons with the appropriate expertise to review appeals. The committee so constituted by the VPRI shall have the authority to set its own procedures for dealing with the appeal, including seeking additional information, determining whether to consider only the submitted materials or to hear from the ~~investigator-researcher~~ or others in person. Once the Committee has decided whether or not to uphold the appeal, it will report back to the VPRI giving reasons for its decision.
- 4.08.03 The ~~Vice President, Research and Innovation~~ VPRI may also elect to have the appeal reviewed by an ~~a~~ Animal care committee from another institution.
- 4.08.04 Decisions of the committee constituted by the VPRI as set out above in 4.08.02. ~~above~~ or of the ~~a~~ Animal care committee of another institution as set out above in 4.08.03. ~~above~~ are final and there is no further right of appeal.

4.09 Conflict of Interest

- 4.09.01 Researchers must disclose in their protocols any conflicts of interest or conflicts of interest that may arise (including conflicts of interest in the potential uses of the

findings. if the Chair is the applicant during a protocol review, or if a researcher is a UACC member, etc.) and conflicts of interest that arise during the Animal welfare assurance process, and in such event ~~3.09.01 If the Chair of the UACC has a conflict of interest (e.g., if the Chair is the applicant during a protocol review) the VPRI will implement measures to address the conflict or potential conflict of interest.~~

4.09.02 Any member of the UACC with a conflict of interest or potential conflict of interest in a protocol submitted for review must advise the VPRI of same, and the VPRI will implement measures to address the conflict or potential conflict of interest.

4.10 Breaches of Compliance

4.10.01 As the UACC is generally not present when aAnimal use protocols are being undertaken, the Committee works through its PAM program (see Animal Care Policy article 4.03.055-5) and with the University Veterinarian and aAnimal care staff to ensure compliance with its decisions and with the conditions set out in approved protocols. The University Veterinarian and aAnimal care staff shall work in a collegial manner with aAnimal users and attempt to correct deficiencies collaboratively.

4.10.02 Where there are persistent breaches of compliance or threats to the health and safety of personnel or aAnimal(s), these shall be reported back to the Chair of the UACC, who must promptly address these issues through communications with the aAnimal user(s), meetings and site visits, and communications with the VPRI.

4.10.03 The UACC delegates to the University Veterinarian the authority to treat, remove from a study, or euthanize, if necessary, an aAnimal according to the University Veterinarian's professional judgment. The University Veterinarian must attempt to contact the aAnimal user whose aAnimal is in poor condition before beginning any treatment that has not previously been agreed upon and must also attempt to contact the UACC Chair, but the University Veterinarian has the authority to proceed with any necessary emergency measures, whether or not the aAnimal user and UACC Chair are available. A written report shall be sent by the University Veterinarian to the aAnimal user and to the UACC following any such event.

4.10.04 Serious breaches of compliance shall be referred to the VPRI for further or other sanctions or action. In extreme cases, the researcher's access to current and future research funding will be suspended.

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 4454 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](#)