



THE UNIVERSITY OF WINNIPEG

POLICY TITLE: Animal Care Policy

EFFECTIVE DATE: October 3, 2017

APPROVAL BODY: University Administration

POLICY PURPOSE

The purpose of this Policy is to affirm The University of Winnipeg's 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. This Policy and accompanying documents will identify responsibility, authority and accountability of those involved in animal welfare assurance at The University of Winnipeg.

LEGAL AUTHORITY

Not Applicable

APPLICABILITY

This Policy applies to all faculty, staff, students and volunteers who participate in research or teaching involving animals at the University of Winnipeg.

RESPONSIBILITY

The Vice-President, Research and Innovation is responsible for the development, administration and review of this Policy. The University Animal Care Committee (UACC) reports to the Vice-President, Research and Innovation, and oversees the administrative aspects of research involving animals. It is the responsibility of the UACC to establish and oversee appropriate procedures to ensure ethical conduct of research involving animals and compliance with the Canadian Council on Animal Care (CCAC) standards.



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The Vice-President, Research and Innovation, in consultation with the UACC, may approve documents which are secondary to and comply with this Policy.

KEY DEFINITIONS

Not Applicable

POLICY ELEMENTS

All research and teaching at the University of Winnipeg that involves animals must be conducted in an ethical manner and in compliance with all applicable requirements, including the guidelines of the CCAC.

The University requires that research or other studies involving animals undertaken by anyone associated with the University, or any University facilities or services used, or funds for such purposes accepted, or accounts established, meet the standards outlined in the most current [Guide to the Care and Use of Experimental Animals](#) published by the Canadian Council on Animal Care and other guidelines published or endorsed by the CCAC. All members of The University of Winnipeg planning to use non-human vertebrate animals or cephalopods for scientific purposes, no matter where or with whom, must first have their work reviewed and approved under the Terms of Reference of the UACC before the project commences.

Principles Guiding Review

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



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- The purpose of animal use ethics review is to foster and ensure practices that respect animals, promote the integrity of researchers/scholars and uphold the principle of academic freedom. All investigators, whether faculty, staff, or students, are responsible for the ethical conduct of undertakings in which they are involved.
- 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*, and [Guidelines on: animal utilization protocol review](#). In addition, the University requires adherence to all federal and provincial legislation, to guidelines of the Canadian Association of Laboratory Animal Medicine (CALAM) and to all applicable veterinary standards.
- Projects are to be conducted only as approved. All animal-based projects are subject to appropriate ongoing Post-Approval Monitoring (PAM).

UACC Responsibilities

- The responsibility of the UACC is to ensure that no research or testing project or teaching program involving animals begins without prior UACC approval of a written animal use protocol and that no animals are acquired before such approval.
- The UACC will ensure that all animal users are aware of these UACC Policies and Procedures and ensure they are familiar with CCAC's *Guide to the Care and Use of Experimental Animals* and *Ethics of Animal Experimentation* statements, all federal, provincial or municipal statutes that may apply, as well as other associated University requirements.
- The UACC will ensure that all protocols are reviewed annually, i.e. within a year of commencement of the project. A protocol which has no major changes or major amendments can be renewed for 3 consecutive years, after which submission of a new protocol for whole committee review is required.



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- The UACC must approve any modifications to a protocol before they are 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 policy defining major and minor changes and amendments is attached to this Policy as Appendix “A.”
- The UACC will implement a program of Post-Approval Monitoring (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 categories of invasiveness, for example, may be subject to more frequent monitoring activities.
- The UACC will regularly review frameworks to ensure the establishment and implementation of a system of animal care that will meet the needs of the institution. The UACC’s review of Policies and Procedures will subsequently make recommendations of any necessary changes for VPR approval. The review will:
 - Require that all animal care and animal experimentation is conducted within the guidelines as set out in CCAC's *Guide to the Care and Use of Experimental Animals* and according to any federal, provincial and institutional regulations that may be in effect.
 - Ensure adequate animal care and management of the animal facilities, in particular by verifying that there are adequately trained personnel to provide animal care and operation of the animal facilities.
 - Include the training and qualifications of animal users and animal care personnel.
 - Include standards of husbandry, facilities and equipment.
 - Include standard operating procedures for all activities and procedures that involve animals.
 - Include acceptable procedures for euthanasia.
 - 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 animal welfare community and society as a whole.



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- Include policies and procedures for monitoring animal care and experimental procedures.
- The UACC will be responsible for:
 - 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.
 - 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 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.

ASSOCIATED PROCEDURES

- Animal Care Procedures

RELATED POLICIES

- Not Applicable

RELEVANT DATES

Originally Issued: August 2013

Revised: October 3, 2017

Effective: October 3, 2017

Scheduled Review: Fall 2022



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Appendix A Submission of a New Protocol or an Amendment to an Existing Protocol

**Approved by the University Animal Care Committee
January, 2013**

Purpose

- a) To provide guidance to Principal Investigators (PI) and consistency across time with respect to the use of an amendment form versus the requirement for a full protocol submission to document changes to existing approved protocols. This document is intended to provide guidance rather than to present a set of rules.
- b) To provide more clarity to the statement found on the amendment form:

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.

Procedures

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, however, request additional information.

Changes which are more likely to cause a change in animal welfare are more likely to be referred to the UACC. Multiple changes are more likely to require re-review by the UACC. If any of the reviewers of an amendment



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express uncertainty or question any aspect of an amendment, he/she can inform the Chair who would, in most instances, recommend that the amendment be reviewed by the UACC.

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

- 1.1 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 animal use protocol.
- 1.2 A change from non-survival to survival surgery.
- 1.3 The addition of a neural blocking agent to a surgical procedure.
- 1.4 A change in the degree of invasiveness of a procedure or discomfort to an animal (B → C or D; C → D).
- 1.5 Addition of a new D procedure to a D protocol.
Exception: Addition of a new transgenic to a protocol already approved for use of transgenics.
- 1.6 Withholding, or reducing substantially, the use of analgesics or other drugs or procedures which provide comfort or safety for an animal or handler.

2. 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:

- i) a new protocol submission reviewed by the full UACC,
- ii) 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



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Representative. The review process should normally be completed within 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 with some statements for clarification.

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



2.5 Change in early endpoints:

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

3. Changes which would normally be appropriate for an amendment:

3.1 Changes in personnel involved in animal procedures:

- 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.

3.2 Changes in the use of hazardous agents must be recorded on an amendment.

These changes must be cleared through the facility director and the University Health and Safety Office before being instituted. Submission of an amendment does not constitute such clearance.

3.3 Change in drug(s) used, where the effects on the animal are known to be equivalent.

3.4 Change in a procedure in a live animal, where the effects on the animal are known to be equivalent.

3.5 Change in number of animals with appropriate justification (e.g., for statistical relevance).



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4. Emergency/Provisional amendment approval under extraordinary conditions:

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.

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

- 5.1 Title change or change in source of funding.
- 5.2 Reduction in numbers of animals used.
- 5.3 Procedures at the higher level are completed and only lower level of invasiveness procedures are being performed; note this may result in a decrease COI placement (from C to B for instance).
- 5.4 Information on secondary use of animal tissues post euthanasia.