Animal User Training Program Compliance Guidance for Animal Users and Animal Care Committees (ACCs); revised March 11, 2024

A number of guidelines are required to support the education process. The following guidelines have been approved by the Education Committee in support of the education process. These guidelines are provided to assist users in determining their educational requirements and to assist the ACCs in evaluating personnel training requirements. It is the ACC that must ultimately assess competency based on the documents provided during protocol review. These guidelines cannot take all possible scenarios into account so the ACC will have to assess training requirements on an individual basis. In general, all personnel must be familiar with any Canadian Council on Animal Care (CCAC) or University policy which impacts their research.

Ethics and Policy

1. All personnel associated with any research program utilizing live or intact animals must complete the Animal User Training Course (online) before being added to an Animal Use Protocol. This includes summer students and other short term workers. Ethics training received from any Canadian institution assessed by the CCAC and holding a Good Animal Practice (GAP) certificate is considered equivalent to the University of Manitoba's online Animal User Training Course.
2. It is the responsibility of all personnel who work with animals to remain informed on an ongoing basis of the most up to date guidance, available resources and new or revised best practices applicable to their work. The Education Sub-Committee will from time to time deliver new information to all animal users as it becomes available, and each user is responsible to remain current in these areas.
3. A certificate will be issued to personnel who complete the University Animal User Training Course online and a record of their training will be kept by the Laboratory Animal User Training Coordinator (LATC).
4. New graduate students and staff must COMPLETE the Animal User Training Course before being added to an Animal Use Protocol and beginning animal work. Direct supervision status cannot relieve them of this requirement. Undergraduate students involved in thesis projects using animals must take the online course.
5. The LATC has organized course modules into separate streams so that each online course is most appropriate for individuals involved in various types of animal use. See Appendix 1 for listing of the available Animal User Training Online Streams.

Technical Procedures – General

6. Furthermore, for the purposes of conducting technical procedures, personnel new to the University will automatically enter the Novice category requiring direct supervision category unless otherwise determined by the appropriate ACC.
7. Schedule 1s for staff performing research related interventions will be reviewed for documentation of competence and training completeness by the appropriate ACC during protocol review.

Technical Procedures - Levels of Supervision

8. The principal investigator will document on Schedule 1s of the Animal Use Protocol Form that all staff are competent to perform the appropriate technique or will be adequately supervised until competent. This documented evidence of competency will be assessed by the ACC during the protocol review process.
9. New personnel and others who the ACC, Directors of facilities, Veterinarians or LATC feel are not deemed competent to conduct technical procedures on living animals without direct supervision, or existing personnel who wish to perform new procedures, will require training or direct supervision. The University Animal User Training program or faculty designed, ACC approved, individual instruction will be the vehicle for this training. Direct supervision can be provided by another individual who the ACC deems to be trained.
10. With respect to any **single procedure**, personnel will be placed in one of three categories. The use of the term supervision should not be confused with administrative organization of the laboratory but rather refer to oversight of specific technical procedures only. These categories are:
    - Novice - Not able to perform the procedure without supervision from an expert team member. This designation requires the physical presence of an expert team member when the procedure is being conducted.
    - Competent - Competent to perform the procedure independently. Supervision is not required.
    - Expert - Possesses mastery of procedure. Furthermore, the expert must possess the ability to teach the procedure correctly to others. For all but the simplest procedures, this designation requires at least one-year of continual experience.

Technical Procedures - Wet Labs

11. The LATC will issue a pass or fail evaluation to personnel who attend wet lab training sessions. See Appendix 1 for list of available wet labs.
12. In situations where no techniques course or module exists (eg.wildlife), the principal investigator will be allowed to propose a customized training program to the ACC for review and approval. Such proposals will be forwarded to the LATC for review and comment and then passed onto the ACC for approval.

Animal Care Staff

13. The competency of animal care staff will be evaluated by the individual animal facility Director for procedures involved with the daily care and maintenance of the animals and the wide variety of technical service procedures routinely used in animal studies for which many facility technicians have the demonstrated skills and expertise required. Therefore, researchers need not submit Schedule 1s for animal facility staff providing daily care and commonly available technical services. However, when performing surgical procedures, new or complex procedures or particularly invasive manipulations for scientific purposes, the competency of animal care staff, will be assessed by the appropriate ACC. The ACC may request that a Schedule 1 be submitted anytime there is lack of familiarity with a procedure or an individual's level of competency with it.
14. The CCAC, in a 2002 information bulletin, announced that the National

Institutional Animal User Training (NIAUT) program was not intended to replace the formal laboratory animal science training requirements for laboratory animal veterinarians and animal care technicians, nor should it replace their ongoing need for continuing education opportunities. However, these personnel do require training in the core components of the NIAUT program and thus the course is of value to all animal care staff. Completion of the online course should be part of the orientation program (completed during probation period) of all animal facility personnel to complement their formal animal science training.

Exemptions

15. These guidelines do not apply to students who are enrolled in closely supervised, usually undergraduate, courses that involve animals. As indicated in 4 above, this exemption does not apply to undergraduate students involved in a thesis project in which animals are used or to students specifically named in any Animal Use Protocol.
16. Persons in minimal use protocols (as determined by the F.G. ACC) do not require training.
17. When a laboratory or teacher wishes to bring in personnel to demonstrate/teach a specialized technique or procedure, the procedure must be described in the protocol or an amendment to the protocol. A statement of expertise specific to the procedure must be provided for the individual along with any relevant training documentation. It is not necessary for these personnel to take the University of Manitoba Animal User Training Course as long as they are appropriately supervised by qualified personnel who are current with respect to their required training and who are responsible for ensuring ethical and humane animal use in the lab or classroom. This exemption is reserved for situations where the particular skill is not available internally or is available through clinical faculty who do not use animals.
18. When a University of Manitoba research laboratory has individuals form external institutions wishing to come and learn a specialized technique or procedure developed by the laboratory, those individuals must be directly supervised by the laboratory personnel. The principal investigator is responsible to ensure ethical animal use in these situations and those providing the supervision must be named on the protocol with expert status for the procedure of interest. It is not necessary for the “external student” to complete our online training program. This exemption is reserved for short term periods required to learn the technique, usually ranging from one day up to one week.
19. When a laboratory hires a person external to the University to perform animal research related procedures on a continuing basis, that person will be defined as an employee of the university, for education and training purposes and would therefore be required to take the on-line Animal User Training Course. The user of the service may apply to the ACC for exemption on an individual basis.
20. Private veterinarians and their support staff who may from time to time be hired to perform animal care/medical, non-research procedures do not have to take the on-line Animal User Training Course.

APPENDIX 1
ANIMAL USER TRAINING PROGRAM

ONLINE STREAMS

1. Core Modules: Ethics & Policy
2. Biomedical: Acute & Chronic
3. Animal Science
4. Wildlife & Behavioural Sciences: Laboratory
5. Wildlife & Behavioural Sciences: Field-Capture, * additional PI-instruction required
6. Wildlife & Behavioural Sciences: Field, Non-Capture, * additional PI-instruction required
7. Fish: Laboratory
8. Fish: Field

WET LABS

1. Mouse Wet Lab: Introduction
2. Mouse Wet Lab: Procedures (as required)
3. Rat Wet Lab: Introduction
4. Rat Wet Lab: Procedures (as required)
5. Guinea Pig Wet Lab: Introduction
6. Guinea Pig Wet Lab: Procedures (as required)
7. Hamster Pig Wet Lab: Introduction
8. Hamster Pig Wet Lab: Procedures (as required)
9. Rabbit Wet Lab: Introduction
10. Rabbit Wet Lab: Procedures
11. Swine Wet Lab
12. Bovine Wet Lab
13. Poultry Wet Lab
14. Fish in Research Wet Lab
15. Anesthesia & Analgesia Wet Lab: Rodent
16. Gas Anesthesia Wet Lab: Rodents
17. Introduction to Surgery and Post-op Care Wet Lab
18. Advanced Surgical Technique: Cannulations
19. Aseptic Stereotactic Surgery Wet Lab: Rodents
20. Physical Methods of Euthanasia Wet Lab: Rodents
21. Cardiac Perfusion in Mice or Rats
22. Treatment and Procedures Wet Lab: Mice & Rats

ADDITIONAL MODULES

1 PI-Directed Training
2 Analgesia
3 Anesthesia
4 Procedures with Care: Aseptic Technique in Rodent Surgery Video
5 Endpoints Monitoring and Record Keeping
6 Smart Pig Handling Video