

## Department of Animal Science Nutrition Lab Procedures

### Training

#### Basic Training

All staff and students wishing to use the Nutrition Lab must first be trained in Workplace Hazardous Materials Information Systems (WHMIS) at a minimum, and must go through a building safety tour and the Lab Safety Checklist for New Lab Personnel as per the Department's [Onboarding document](#) and Environmental Health and Safety Office's ([EHSO](#)) protocols.

Once these steps are complete, a unique key code will be provided to access to the Nutrition Lab.

#### Training on Equipment Use

Prior to using any Nutrition Lab equipment, training must be provided on standard operating (SOP) and safe work procedures (SWP). This can be requested either in person with senior lab staff, or via [Bookings](#)

Prior to a scheduled training session, review the applicable SOP or lab method in case there are questions of clarification regarding the procedure. Throughout training and when operating the instrument, consider both safety and integrity of the analysis (ability to perform the procedure to create sound, reproducible results).

### Booking Use of Equipment

The Nutrition Lab shared equipment can be scheduled through the [Bookings](#) application in Office using your staff or student email address. This allows staff and students to view instrument availability, request and manage their own bookings.

Training sessions can also be requested using this site.

### Billing for Analyses

Supervisors or Principal Investigators (PIs) must approve of all analyses conducted in the Nutrition Lab prior to their students undertaking the work. Usually this is done by email. When considering number of samples to plan cost or supplies, be sure to include any blanks, standards, and duplicates.

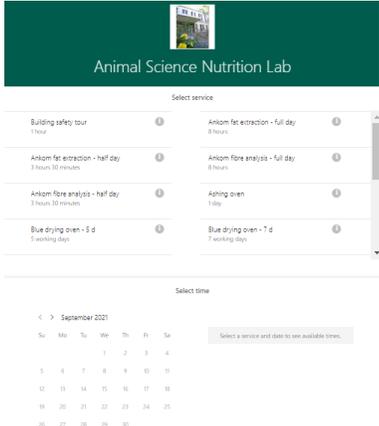
Nutrition Lab users must log their samples in the log books provided near each instrument. The PI then grants final approval for actual sample numbers analyzed by signing a completed [sample submission form](#) and submitting it to the [Nutrition Lab](#).

### Reporting Concerns

Safety concerns should be directed to your supervisor and the [WHMIS Coordinator](#).

Concerns regarding equipment functionality (leaks, abnormal sounds, error messages, unexpected results, etc.) should be directed to lab staff either in person or by email as soon as possible.

Please email [ansc.lab@umanitoba.ca](mailto:ansc.lab@umanitoba.ca) regarding scheduling conflicts, general questions or to request additional supplies for upcoming sample analysis. If you notice something is running low, please inform lab staff as soon as possible.



The screenshot shows the 'Animal Science Nutrition Lab' booking application. At the top, there is a green header with the lab name and a 'Select service' dropdown menu. Below this, there is a list of services with their durations and a 'Book' button for each. The services listed are:

Service	Duration
Building safety tour	1 hour
Animal fat extraction - full day	8 hours
Animal fat extraction - half day	3 hours 30 minutes
Animal fibre analysis - full day	8 hours
Animal fibre analysis - half day	3 hours 30 minutes
Ashing oven	1 day
Blue drying oven - 5 d	5 working days
Blue drying oven - 7 d	7 working days

Below the service list, there is a 'Select time' section with a calendar for September 2021. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-30). A tooltip indicates 'Select a service and date to see available times.'