

UNIVERSITY OF MANITOBA POLICY

Policy:	ANIMAL CARE AND USE
Effective Date:	December 7, 2011
Revised Date:	August 1, 2021
Review Date:	August 1, 2029
Approving Body:	Senate
Authority:	Vice-President (Research and International) and Senate Committee on University Research
Responsible Executive Officer:	Vice-President (Research and International))
Delegate:	Associate Vice-President (Research)
Contact:	Animal Care Coordinator
Application:	Faculty/School Councils, Student and other trainees, External Parties, Employees who use Animals in research, teaching and/or testing

Part I Reason for Policy

- 1.1 To affirm the University of Manitoba's commitment to maintaining high standards of Animal care and use in Animal-based research, teaching or testing, and to set out the principles under which Animal care and use will be governed at the University of Manitoba.
- 1.2 To ensure adherence to the Applicable Requirements, as hereinafter set out, including without limitation to the policies and guidelines of the Canadian Council on Animal Care (CCAC).

Part II Policy Content

Definitions

- 2.1 The following terms have the following defined meaning for the purpose of this Policy and its Procedures:

- (a) **Abbreviated Protocol for Minimal Animal Involvement** means a document submitted by an Animal User for consideration by a subcommittee of the Animal Care Committee (ACC), and containing a brief description of the study which allows for confirmation of minimal Animal use.
- (b) **Academic Staff Member** means:
 - (i) Animal Users who are academic staff members with faculty rank in a department holding full-time academic appointments, reduced appointments, or half-time appointments at the rank of instructor I, instructor II, senior instructor, lecturer, assistant professor, associate professor, professor, professor emeritus or senior scholar.
 - (ii) Animal Users holding nil-salaried appointments at the University of Manitoba (i.e., adjunct professorships and visiting scholars).
- (c) **Affiliated Entity** means organizations which have formal agreements with the University to conduct collaborative research.
- (d) **Animal** means living vertebrates and cephalopods.
- (e) **Animal Care Coordinator** means an employee occupying the role of Animal Care Coordinator, reporting to the Associate Vice-President (Research).
- (f) **Animal Care Facilities Staff** means personnel working with Animals in Facilities with their primary responsibility being Animal husbandry and/or Facility functioning.
- (g) **Animal Holding Facility** means a facility in which Animals are held and used by Animal Users where such facilities are owned and/or operated by either the University or an Affiliated Entity. Here in after referred to as "Facility".
- (h) **Animal User** means any person affiliated with the University who uses Animals in research, teaching, or testing at the University or elsewhere; and, any organization or person, not necessarily affiliated with the University, using Animals in research, teaching, or testing while on University premises or using University Facilities, equipment or resources.
- (i) **Applicable Requirements** means in relation to the care and use of Animals, any government legislation and/or regulations; professional and ethical codes; guidelines and standards to which the University adheres , including, among others, guidelines, standards and/or regulations by, or of:
 - (i) the CCAC;
 - (ii) the Canadian Association of Laboratory Animal Medicine;

- (iii) the Canadian Veterinary Medical Association;
 - (iv) the Manitoba Veterinary Medical Association;
 - (v) the Animal Care Committees (the “ACC”); and
 - (vi) the Committee on Animal Care (the “CAC”).
- (j) **Category of Invasiveness or COI** means the categories defined by the Canadian Council on Animal Care (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.
 - (k) **CCAC** means the Canadian Council on Animal Care.
 - (l) **Collaborator and Collaborative Project** means Animal Users who share expertise, facilities, equipment, or financial support in order to complete animal research, teaching, or testing as described in an approved Protocol.
 - (m) **Off-site Housing** means locations (other than the Facilities) in which Animals for use are housed.
 - (n) **Principal Investigator or PI** means Academic Staff Members engaged in animal research, teaching or testing (current, past or proposed); animal care facilities staff; and Veterinary Services Staff who are responsible for breeding, maintenance and service provision protocols.
 - (o) **Protocol** means the “Animal Use Protocol Form”, which is submitted by a Principal Investigator for consideration by the ACC, and contains a detailed description of the rationale of the study, describes the treatments and procedures to be performed on live Animals, and the experience and training of the Animal User.
 - (p) **Research Personnel** refers to personnel, other than the Principal Investigator (PI), identified on the Protocol. Such persons may include co-investigators (if not also identified as a PI for the project), collaborators, post-doctoral fellows, research associates, technicians or students.
 - (q) **Veterinary Services Staff** means individuals reporting to the Director, Animal Care and Use Program (DACUP), who normally include, veterinarians, animal health technician practitioners, laboratory animal training co-ordinator and the post-approval monitoring/education technicians.

2.2 Any references in the singular form shall be deemed to include the plural form where the meaning of a section so requires. In addition, any references to legislation/policies/regulations/guidelines, documents, committees or organizations shall be deemed to include successor or substitute form of

legislation/policies/regulations/guidelines, documents, committees or organization.

Policy Statements Under Which Use Will be Governed

- 2.3 The use of Animals in research, teaching or testing is a privilege and can be undertaken only when a justifiable need is established by the Animal User to the ACC.
- 2.4 All care and use of Animals must follow Applicable Requirements.
- 2.5 Implementing and adhering to Applicable Requirements concerning the proper care and use of Animals in research, teaching or testing is an institutional responsibility shared by University Administration, including central, faculty and departmental administration; specially appointed committees; the DACUP; Veterinary Services Staff, Directors of Facilities; and Animal Users.
- 2.6 Before a project involving the use of Animals for research, teaching or testing is initiated or Animals are acquired, a Protocol must be submitted by the Animal User for approval by the appropriate ACC.
- 2.7 To ensure Animal Users are competent and thoroughly familiar with the Applicable Requirements, they must participate in education and training provided and stipulated by the University.
- 2.8 The University considers improper care and use of Animals in research, teaching or testing to be a serious offence, subject to severe penalties, including but not limited to, the withdrawal of Animal use privileges and/or disciplinary action.
- 2.9 To give effect to this policy, the University shall establish procedures and committees.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Responsible Executive Officers that a formal review of this Policy is required.
- 3.2 The Vice-President (Research and International), Vice-President (Administration), Vice-President (Academic) and Provost is responsible for the implementation, administration and review of this Policy. Such responsibility is hereby delegated to the Associate Vice-President (Research).

- 3.3 Faculty/School Councils, Student and other trainees, External Parties, and Employees who use Animals in research, teaching and/or testing are responsible for complying with this Policy.

**Part IV
Authority to Approve Procedures**

- 4.1 The Vice-President (Research and International), in consultation with the Senate Committee on University Research, may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is March 31 2029.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Responsible Executive Officers or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) Animal Care and Use Policy, revised July 2, 2013 (previous versions revised December 3, 2008 and June 2, 1999);
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Animal Care and Use Procedure