

University of Manitoba
Guideline 001
Mechanism and Procedures for Adopting Guidelines

Approved by the Senate Committee on Animal Care (SCAC)
January 10, 2008

Purpose:

To provide guidance for the animal care and use program.

To meet requirements for standardization across Faculties, Departments, Animal Care Facilities, Animal Care Committees (ACC) and laboratories where procedures on animals occur.

Definitions:

Principal Investigators (PIs) are: 1) faculty members or other grant holders engaged in animal research (current, past or proposed); 2) faculty members or other principal instructors teaching courses utilizing animals; and 3) animal care facilities staff who are responsible for breeding and maintenance protocols.

Background:

Historically, animal care has resided in the main Faculties where animal research is conducted: Medicine, Agricultural and Food Sciences, Science and Arts. Initially protocol review and animal housing were conducted within the Faculties. This resulted in historical differences in the approach to animal care. Over time and following CCAC recommendations, animal care has, and will continue to become, more standardized across the University. Development of guidelines are a mechanism to discuss, agree on, and formalize this standardization.

Mechanism

1. Guidelines will be drafted through the Director, Animal Care and Use Program (DACUP). Guidelines will usually originate from Veterinary Services (VS) or be submitted to the DACUP from one of the Committees associated with the animal care program. However, Guidelines may also originate from Faculties, Departments, individuals or outside sources. These are submitted to the DACUP and will follow this mechanism.
2. Guidelines must follow this standard format and are assigned a number.
3. Once drafted, the Guideline (draft 1) will be distributed to selected stakeholders for comment. Selected stakeholders will usually be animal care committees but may have wider initial circulation.

4. The Guideline (draft 1) is modified following initial circulation.
5. Steps 3 and 4 will be reiterated until the Guideline (draft 2) is ready for wider distribution.
6. The Guideline (draft 2) is sent to LAUC chairs for distribution and comment.
7. The Guideline (draft 2) is modified following wider circulation.
8. Steps 6 and 7 are reiterated until the Guideline (final) has been completed.
9. Completed guidelines will be reviewed at the Senate Committee on Animal Care (SCAC). Any changes required will be made following review. All approved guidelines will be dated accordingly as being reviewed and approved by the SCAC.
10. Approved Guidelines will be circulated on the animal users list.