



**University
of Manitoba**

Steps to follow BEFORE starting your Animal Research

1. **Complete the correct stream of the University of Manitoba's online Animal User Training Course (ethics) or a Canadian Council on Animal Care (CCAC) approved equivalent.** Descriptions of the different streams are outlined within the Introduction to the course in UM Learn. Consult your supervisor or email: autp@umanitoba.ca if you're unsure which stream applies to you. Once you have completed the course you will be:
 - a. familiar with Canadian Council on Animal Care (CCAC) and the University of Manitoba's policies on Animal Care and Use.
 - b. aware of the Animal Care Committees role within the institution and the significance of an Animal Use Protocol (AUP). The AUP is the formal agreement between the researcher and University and must be followed accordingly.

Once you successfully complete the online course, you will be asked to submit the Animal User Training Form. The form will provide the information needed to assess what additional training, if any, may be required. Further instructions will be provided by the Animal User Training Program at that time. You will have met the minimum requirement and can now be added to an AUP and begin registering for your hands on "wet lab" training.

2. **Inform the researcher that you can now be added to the Animal Use Protocol (AUP)**
 - a. Personnel should not be introduced to animal work and cannot handle any experimental animals until they are approved on the AUP.
 - b. There are three designations of competency levels that personnel may fall under when being added to an AUP:
 - i. 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.
 - ii. Competent - Competent to perform the procedure independently. Supervision is not required.
 - iii. 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.
3. **Obtain a copy of the approved AUP, renewals and amendments (particularly if you are being added by an amendment)** Note: As noted above, the AUP is a formal agreement with the university and must be followed exactly as documented. Any proposed changes need to be approved before implementation; otherwise, it's deemed non-compliance. Non-compliance carries serious consequences. Hence, comprehending and familiarizing yourself with your AUP is of utmost importance. In particular:
 - a. Note what procedures you are approved to perform and at what level of competency (see schedule 1)

- b. Note what is approved as procedures on animals, compounds administered, timelines etc.
- c. Ensure you confirm with your Principal Investigator if you are being requested to vary from the approved AUP in any regard and request that the variance be following an approved amendment.

4. Start or continue with the hands-on “wet lab” training ensuring it is completed as directed by the Animal Care Committee and/or the Animal User Training Office.

- a. The goal of the program is to deliver just-in-time training to ensure the skills are not lost or deteriorated before the project begins.
- b. Refresher training is made available to anyone at any time should they need to refresh their skills.
- c. Personnel are only taught procedures they will be required to perform on an AUP.

5. Obtain a facility access card. To obtain an access card, you must:

- a. be approved on an AUP
- b. attend a Facility Orientation
- c. have completed the introductory wet lab for the species you will be working with.

Note: Personnel with access card privileges must not share their cards or bring any non-authorized personnel into the facility with them. Secondly, having independent card access to an animal facility does not override the need for direct supervision as indicated in any applicable AUP.

Going forward personnel must:

6. Respect the designations of competency levels as approved on the AUP.

- a. Cannot perform new procedures or function at a new competency level until an amendment is submitted by the researcher and is approved by the ACC.

7. Respect the rules of the facility and strictly adhere to the project as outlined in the approved AUP and subsequent renewals and amendments.

- a. AUPs often reference Standard Operating Procedures (SOPs) for various techniques and practices. If an SOP is referenced, it must be followed. SOPs are renewed every three years so personnel should ensure they are working with the most recent version.
- b. Pictures cannot be used for social media purposes.

- ❖ It's crucial to understand that working with animals is a privilege, not a right. Access can be revoked for non-compliance with rules and regulations. This includes performing procedures requiring training without attending sessions, working on AUPs you're not listed on (even within the same lab), granting facility access to others using your card, or bringing unauthorized individuals into the facility without written permission from the facility supervisor.

Additional resources:

[Research Ethics and Compliance](#)

[Animal Care and Veterinary Service](#)

[Central Animal Care Services \(CACS\)](#)

[Animal Care Occupational Health](#)

[Canadian Council on Animal Care \(CCAC\)](#)