

## Quick Reference – Basic Research Regulatory and Compliance Requirements

Working With	Requires	To Note:	Contact Info
<p>Human participants for non-clinical and non-medical research, including:</p> <ul style="list-style-type: none"> <li>• Surveys / Questionnaires</li> <li>• Interviews /Focus Groups</li> <li>• Physical / psychological tests</li> <li>• Collection / use of confidential personal information</li> <li>• Secondary use of data</li> <li>• Etc.</li> </ul>	<p>Research Ethics Board approval            Governed by <b>TCPS 2—2nd edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans</b></p>	<p>All research involving humans, whether funded or not, must be reviewed by a Research Ethics Board (REB) and must receive approval before being undertaken.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>- Prospective research (data hasn't been collected yet)</li> <li>- Secondary use of data involving humans, unless it was collected anonymously.</li> <li>- Master's and Ph.D. projects involving human participants.</li> </ul> <p>When students are asked to do research involving humans within the context of a course, a request for approval of the course using the "course outline form" must be submitted the professor. Following approval by the REB, the responsibility for review and the conduct of individual projects falls to the Professor.</p>	<p>Office of Research Ethics and Integrity            Tabaret Hall            550 Cumberland St, Room 154            Ottawa, ON, Canada, K1N 6N5            Tel.: (613) 562-5387            Fax.: (613) 562-5338</p> <p><a href="mailto:ethics@uottawa.ca">ethics@uottawa.ca</a>  <a href="http://research.uottawa.ca/ethics/Ottawa Health Science Network Research Ethics Board (Ottawa Hospital, Civic, Heart Institute)">http://research.uottawa.ca/ethics/Ottawa Health Science Network Research Ethics Board (Ottawa Hospital, Civic, Heart Institute)</a>  <a href="http://www.ohri.ca/ohsn-reb/default.asp">http://www.ohri.ca/ohsn-reb/default.asp</a></p>

Working With	Requires	To Note:	Contact Info
<p>Human participants for clinical / medical research, including clinical trials for:</p> <ul style="list-style-type: none"> <li>• Drugs</li> <li>• Medical Devices</li> <li>• Natural Products</li> <li>• Medical treatments</li> </ul> <p>Projects requiring access to medical charts or personal health information</p>	<p>Research Ethics Board approval            Governed by <b>TCPS 2—2<sup>nd</sup> edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans</b></p>	<p>Requires review by medical REB            Health Canada or other regulatory approval may also be required</p> <p>Legal requirements must also be considered            Each affiliated hospital has its own REB. The review site will depend on the nature and location of the research.</p>	<p>Office of Research Ethics and Integrity            Tabaret Hall            550 Cumberland St, Room 154            Ottawa, ON, Canada, K1N 6N5            Tel.: (613) 562-5387            Fax.: (613) 562-5338  <a href="mailto:ethics@uottawa.ca">ethics@uottawa.ca</a>  <a href="http://research.uottawa.ca/ethics/">http://research.uottawa.ca/ethics/</a></p> <p>Ottawa Health Science Network            Research Ethics Board (Ottawa Hospital, Civic, Heart Institute)  <a href="http://www.ohri.ca/ohsn-reb/default.asp">http://www.ohri.ca/ohsn-reb/default.asp</a></p>
<p>Human biological materials including:</p> <ul style="list-style-type: none"> <li>• blood, plasma, bodily secretions, tissues,</li> <li>• human embryos, fetuses, fetal tissue, reproductive materials</li> <li>• stem cells.</li> </ul>	<p>Research Ethics Board approval</p> <p>Governed by <b>TCPS 2—2<sup>nd</sup> edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans</b></p> <p>Biosafety Committee approval is required for materials such as blood, plasma, bodily secretions (See below)</p>	<p>This applies to materials derived from living and deceased individuals.</p>	<p>Children’s Hospital of Eastern Ontario (CHEO) REB  <a href="http://www.cheori.org/en/researchethicsboard">http://www.cheori.org/en/researchethicsboard</a></p> <p>Bruyère Research Ethics Board (REB)  <a href="http://www.bruyere.org/en/researchethicsboard">http://www.bruyere.org/en/researchethicsboard</a></p> <p>The Royal / IMHR REB  <a href="http://www.theroyal.ca/research/about-imhr/ethics/">http://www.theroyal.ca/research/about-imhr/ethics/</a></p> <p>Hôpital Montfort REB  <a href="http://www.hopitalmontfort.com/en/research-ethics">http://www.hopitalmontfort.com/en/research-ethics</a></p>

Working With	Requires	To Note:	Contact Info
Animals	<p data-bbox="499 269 814 334">Approval from the Animal Care Committee</p> <p data-bbox="499 553 768 618">Veterinary and animal facility services</p> <p data-bbox="499 837 604 870">Training</p>	<p data-bbox="875 269 1520 513">Any research or teaching work to be undertaken with animals (vertebrates or cephalopods) must be the subject of a written animal use protocol approved by the uOttawa Animal Care Committee (ACC) and renewed annually in order to meet regulatory and funding agency requirements. Please contact us for assistance with this.</p> <p data-bbox="875 553 1528 667">Protocols are submitted through the Topaz system. For initial access to Topaz, please submit the following form: <a href="http://research.uottawa.ca/acvs/">http://research.uottawa.ca/acvs/</a></p> <p data-bbox="875 773 1514 1016">Animal work is complex and resource intensive. Early communication with the Animal Care and Veterinary Service (ACVS) to discuss any new work to be undertaken with animals is important to ensure that the best possible support can be provided for your work, including veterinary services and appropriate space and logistics.</p> <p data-bbox="875 1097 1524 1227">All new animal users (researchers, students, post-doctoral fellows, technicians) should register at <a href="http://www.med.uottawa.ca/ACASonline/newUserReg.php">http://www.med.uottawa.ca/ACASonline/newUserReg.php</a> for access to ACVS services and facilities.</p> <p data-bbox="875 1276 1461 1341">Animal use training will be provided according to need.</p>	<p data-bbox="1551 237 2001 407">Office of Animal Ethics &amp; Compliance <a href="mailto:mbedar7@uottawa.ca">mbedar7@uottawa.ca</a> 613-562-5800, ext. 6021 Roger Guindon Hall, Office 1311 451 Smyth, Ottawa, K1H 8M5</p> <p data-bbox="1551 480 1959 513"><a href="http://research.uottawa.ca/acvs/">http://research.uottawa.ca/acvs/</a></p> <p data-bbox="1551 756 1980 967">Animal Care and Veterinary Service <a href="mailto:horlando@uottawa.ca">horlando@uottawa.ca</a> Tel : (613) 562-5412 Fax : (613) 562-5467 Roger Guindon Hall, Office 1311 451 Smyth, Ottawa, K1H 8M5</p> <p data-bbox="1551 1105 1959 1138"><a href="http://research.uottawa.ca/acvs/">http://research.uottawa.ca/acvs/</a></p>

## Office of Risk Management - Research Regulatory Compliance Programs

1 Nicholas Street  
 Room 840, Ottawa, Ontario  
 CANADA K1N 7B7  
 TEL: (613) 562-5892  
 FAX: (613) 789-5711  
 Email: [safety@uottawa.ca](mailto:safety@uottawa.ca)

Working With	Requires	To Note:	Contact Info
<p><b>Biohazards:</b> Materials potentially hazardous / infectious to humans, animals, plants and/or the environment including;</p> <ul style="list-style-type: none"> <li>• viruses</li> <li>• bacteria</li> <li>• fungi</li> <li>• parasites</li> <li>• biological toxins</li> <li>• prions</li> <li>• other micro-organisms</li> <li>• Recombinant DNA</li> <li>• cultured cell lines</li> <li>• tissues and anatomical specimens from human or animal subjects</li> <li>• blood and other bodily fluids</li> </ul>	<p>Biohazardous Materials Use Certificate</p>	<p>Approval also required for shipping or transferring any such materials</p>	<p>Office of Risk Management  <a href="http://www.uottawa.ca/services/ehs/biosafety.htm">http://www.uottawa.ca/services/ehs/biosafety.htm</a></p>

Working With	Requires	To Note:	Contact Info
Radioactive Material - Ionizing Radiation	Internal Radioisotope Permit	Approval also required for shipping or disposal of any such materials	Office of Risk Management <a href="http://www.uottawa.ca/services/ehs/ionizing.htm">http://www.uottawa.ca/services/ehs/ionizing.htm</a>
Lasers	Internal Permit	Includes design criteria for labs	Office of Risk Management <a href="http://www.uottawa.ca/services/ehs/laserintro.htm">http://www.uottawa.ca/services/ehs/laserintro.htm</a>
X-Ray Emitting Device	X-Ray Permit	Approval also required for moving or disposal of equipment	Office of Risk Management <a href="http://www.uottawa.ca/services/">http://www.uottawa.ca/services/</a>
<p>Materials / Technology subject to federal Controlled Goods Program laws</p> <p>The Controlled Goods Program is a domestic industrial security program that helps strengthen Canada's defence trade controls and prevents the proliferation of tactical and strategic assets including weapons, satellite global positioning systems and communications equipment, military equipment and related intellectual property. This is done by regulating and controlling the examination, possession, and transfer of controlled goods and controlled technology in Canada.</p>	<p>Program requires:</p> <p>Mandatory security assessment of users of controlled goods and security measures surrounding the purchasing, use, storage and disposal of controlled goods.</p>	<p>Program description:</p> <p><a href="http://ssi-iss.tpsgc-pwgsc.gc.ca/dmc-cgd/apropos-about/apercu-overview-eng.html">http://ssi-iss.tpsgc-pwgsc.gc.ca/dmc-cgd/apropos-about/apercu-overview-eng.html</a></p> <p>List of controlled goods and / or technologies</p> <p><a href="http://ssi-iss.tpsgc-pwgsc.gc.ca/dmc-cgd/apropos-about/legislation/export-eng.html">http://ssi-iss.tpsgc-pwgsc.gc.ca/dmc-cgd/apropos-about/legislation/export-eng.html</a></p>	<p>Office of Risk Management <a href="http://www.uottawa.ca/services/ehs/ctrlgoods.htm">http://www.uottawa.ca/services/ehs/ctrlgoods.htm</a></p>

Working With	Requires	To Note:	Contact Info
Activities that could have an adverse impact on the environment	An environmental assessment may be required Every emission source requires a Certificate of Approval from the Ontario Ministry of the Environment	Discharges to air, water or land including lab exhausts, research impacting bodies of water, spills.  ORM needs to be advised of any new construction or change of use involving fume hoods, or any other lab exhaust systems.	Office of Risk Management <a href="http://www.uottawa.ca/services/ehs/envmonitor.htm">http://www.uottawa.ca/services/ehs/envmonitor.htm</a>
Hazardous Waste	Safe and environmentally appropriate disposal	Hazardous Waste Guide <a href="http://www.uottawa.ca/services/ehss/docs/hazguide.pdf">http://www.uottawa.ca/services/ehss/docs/hazguide.pdf</a>	Office of Risk Management <a href="http://www.uottawa.ca/services/ehs/hazwaste.htm">http://www.uottawa.ca/services/ehs/hazwaste.htm</a>
Transportation of Dangerous Goods	Depending on nature of materials being transported, authorizations (permits and licences) may be required from federal, provincial, or the Office of Risk Management. In addition, international shipments may also have additional demands being placed on the individual or the shipment.	Classes of Dangerous Goods: <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Gases</li> <li>• Flammable Gases</li> <li>• Flammable Solid</li> <li>• Substances Liable to Spontaneous Combustion</li> <li>• Substance that on Contact with Water Emit Flammable Gases</li> <li>• Oxidizing Substances and Organic Peroxides</li> <li>• Toxic and Infectious Substances</li> <li>• Radioactive Materials</li> <li>• Corrosives</li> <li>• Miscellaneous Products</li> <li>• Substances or Organisms.</li> </ul>	Office of Risk Management <a href="http://www.uottawa.ca/services/ehs/tdg.htm">http://www.uottawa.ca/services/ehs/tdg.htm</a>

