



Institutional Animal Care and Use Committee Guidelines and Policies

Updated August 2007

TRAINING REQUIREMENTS

Both Public Health Service (PHS) policy and the United States Department of Agriculture (USDA) Animal Welfare Act Regulations stipulate that all personnel involved in animal care, treatment and use must be trained so that they are qualified to perform their duties. The IACUC must ensure that personnel are qualified to perform the procedures proposed as part of the protocol review process. A basic training program should cover the following topics:

- Humane methods of animal maintenance and experimentation, including:
 - basic needs of each species of animal used.
 - proper handling and restraint for the various species of animals used.
 - proper pre-procedural and post-procedural care of animals.
- The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress. This includes introduction to services that are available to provide information on alternatives to the use of live animals in research and the prevention of unnecessary duplication of research.
- Regulatory rules and policies governing the care and use of laboratory animals.
- Methods whereby deficiencies in animal care and treatment can be reported by any employee or student of the University.
- Safety precautions and hazard control in research projects involving animals

In some cases, additional training may also be indicated:

- Aseptic surgical methods and procedures
- Proper use of anesthetics, analgesics, and tranquilizers for the species of animal used.
- Specific “hands-on” instruction in the use of specialized equipment or techniques

In an effort to standardize and verify “Basic Training” requirements for individuals working with animals, the IACUC has adopted a web-based basic training procedure. The URL for the training site is: <http://www.citiprogram.org/>

The following individuals are required to complete the basic training program:

- Any person using animals in a research or teaching project
- Animal care staff
- IACUC members



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REGISTRATION TO THE PROGRAM:

You will need to:

- 1) Register on-line (<http://www.citiprogram.org/>) by defining a user name and password;
- 2) Link your name to Rosalind Franklin University when prompted to do so during the registration process.
- 3) Answer the enrollment question(s) that are relevant to you – typically this is only question #7.
- 4) Complete the relevant modules and print out the completion report/certificate(s)

REQUIRED MODULES:

- 1) **ALL PRINCIPAL INVESTIGATORS (PIS) must have successfully completed the following module:**

“Working With the IACUC”

- 2) **THE PI AND ALL LAB PERSONNEL WORKING WITH THE ANIMALS WHO ARE LISTED ON A GIVEN PROTOCOL must successfully complete one or more of the species-specific module(s) for their studies:**

“Working with (*Amphibians, Mice, Rats, Swine, etc*) in Research Settings”

(Note that no species-specific modules are available for fish or birds at this time). It is assumed that individuals working with such species will receive species-specific training from the PI or other means in those cases and that all relevant training will be documented in writing; the attending veterinarians are also available for consultation.)

3. **If the research project involves procedures that are potentially painful/distressful (*this includes all surgeries*) on mice or rats, the PI and all personnel involved in the animal work must also successfully complete the module entitled:**

“Post-Procedure Care of Mice and Rats in Research”

NEW IACUC MEMBERS must complete the online web Modules entitled:

“Essentials for IACUC Members”

“Post-Procedure Care of Mice and Rats in Research” and at least one species-specific module (e.g. “Working with Mice in Research Settings”).

Completion of other modules is encouraged.



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COMPLETION OF BASIC TRAINING:

Successful completion of a module means that the individual has taken the online examination for the required module(s) and has scored at least 80% correct*. The IACUC coordinator or Chair will verify completion of the necessary modules on-line. PIs should maintain a copy of the relevant completion report(s) for themselves and all personnel who will be authorized to work with animals on their protocols and have these available if requested by the IACUC.

The Training Program Certification is valid for 3 years. It is expected that PI's and others will also participate on ongoing training opportunities annually to remain current.

NOTE: If you completed online training modules at the previous site used by the IACUC (researchtraining.org) within the past 2 years you do NOT need to repeat those modules at CITIprogram.org at this time.

ONGOING TRAINING:

Opportunities for continuing education will be provided on an annual basis; in some cases these might be more frequent. The IACUC will host training sessions which will be given by either the attending veterinarians or an outside expert in the area of animal use or policy. The purpose of such sessions will be to provide updates about changes in regulations or policies as well as to provide education about ongoing issues such as protocol preparation and commonly used procedures (e.g. use of inhalation anesthetics and scavenging techniques). These workshops will be announced in advance and attendance is strongly encouraged.

OTHER: The IACUC coordinator's office has a variety of other training materials available, including DVDs, Power Point presentations, VCR tapes and books on a variety of relevant topics. Please contact the coordinator for a list of available materials. The BRF staff and the Attending Veterinarians are also available on an individual basis for special training in specific procedures that a PI may need to develop.

RECORD KEEPING:

Basic training completion will be verified by the IACUC Coordinator. Printed records (Certificates of Completion) must be maintained by the supervisors (PIs) for personnel in their laboratories. Note that additional training (e.g. hands-on training under supervision for various procedures) may also be required in particular projects. Such training / supervision must be documented in writing for all individuals working with animals on an approved protocol. The PI must have these documents available for inspection (e.g. during semi-annual IACUC inspections of animal use laboratories).