

# University at Buffalo Institutional Animal Care and Use Program

## IACUC Policy on Training Requirements for Research Personnel

### Introduction

Public Health Service (PHS) Policy, the Animal Welfare Act Regulations (AWA-R) and *The Guide for the Care and Use of Laboratory Animals* all state that personnel working with laboratory animals must be appropriately qualified and trained in the procedures to be performed to ensure humane treatment of the animals. It is the responsibility of the Institutional Animal Care and Use Committee (IACUC) to ensure that all personnel involved in animal care and use at the University at Buffalo are properly trained prior to animal work.

### Policy

This policy outlines:

- 1) CITI Program (Collaborative Institutional Training Initiative) online training required of all staff for protocol or amendment approval and online training required within 90 days of approval for relevant staff based upon role.
- 2) UB Learns online training (via Brightspace) required within 90 days of protocol or amendment approval for relevant staff based upon role.
- 3) Hands-On Training Labs required within 90 days of protocol or amendment approval for relevant staff based upon role.
- 4) In-Person Lectures required for specific research protocols.
- 5) Training Exceptions (includes attached Training Waiver Form)
- 6) Rules on “supervised” and “unsupervised” work for new personnel added to a protocol
- 7) Requirements for Card Access to Animal Facilities

After submission of a protocol or amendment for IACUC review, the IACUC Office will notify the Principal Investigator (PI) and applicable personnel of any incomplete training requirements. The CITI Program’s “General Requirements” must be fulfilled prior to protocol or amendment approval.

All other training requirements must be completed **within 90 days** of the protocol or amendment approval date, unless previously completed. If the required courses are not completed in this timeframe, the individual and their PI will be notified and personnel with incomplete training will **have their card access to the LAF revoked** and be unable to work with live animals until the requirements are fulfilled.

### CITI Program Online Training

See the list below for required general course requirements (everyone on protocol) and required species or procedure specific course requirements. Follow this link for instructions on registering for a CITI account through SUNY-Buffalo, how to login and how to add courses: [Compliance Training - Vice President Research and Economic Development - University at Buffalo](#)

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<b>*General Requirements-CITI:</b>	
<b>*Working with the IACUC</b> (name changes to <b>Investigators, Staff and Students</b> after adding to your course menu)	Everyone before beginning animal research at UB.
<b>Working with Animals in Biomedical Research Refresher Course</b>	Everyone starting 3 years after the initial completion of <i>Working with the IACUC</i> (continue every 3 years for duration of your participation in animal research).
*Prior to protocol or amendment approval, this general requirement must be fulfilled by all staff listed on the IACUC protocol, regardless of role (this includes the Principal Investigator).	

<b>**Procedure Specific Requirements-CITI:</b>	
<b>Reducing Pain and Distress in Laboratory Mice and Rats</b>	Anyone listed on a mouse or rat protocol with Pain Category D or E
<b>Aseptic Surgery</b>	Anyone conducting any survival surgery in any species
<b>Antibody Production in Animals</b>	Anyone conducting antibody production using animals
**Required for relevant staff within 90 days of protocol or amendment approval.	

<b>**Species Specific Requirements-CITI:</b>	
<b>Working with Mice in Research</b>	Anyone working with mice
<b>Working with Rats in Research</b>	Anyone working with rats
<b>Working with Hamsters in Research</b>	Anyone working with hamsters
<b>Working with Rabbits in Research Settings</b>	Anyone working with rabbits
<b>Working with Ferrets in Research Settings</b>	Anyone working with ferrets
<b>Working with Swine in Research Settings</b>	Anyone working with pigs
<b>Working with Dogs in Research Settings</b>	Anyone working with dogs
<b>Working with Amphibians in Research</b>	Anyone working with amphibians (except African Clawed Frogs-see UB Learns Course)
<b>Working with Fish in Research Settings</b>	Anyone working with fish (unless zebrafish)
<b>Working with Reptiles in a Research Setting</b>	Anyone working with reptiles
<b>Working with Zebrafish (<i>Danio rerio</i>) in Research Settings</b>	Anyone working with zebrafish
<b>Working with Non-Human Primates in Research Settings</b>	Anyone working with non-human primates (including field studies)

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<b><i>Wildlife Research</i></b>	Anyone working with wildlife species (including field studies)
**Required for relevant staff within 90 days of protocol or amendment approval.	

**UB Learns Online Training (via Brightspace)** The following online courses must be completed **within 90 days** of the protocol or amendment approval date, unless previously completed. Some courses serve as strict prerequisites to specific Hands-On Training Courses.

<b><i>General Requirements-UB Learns:</i></b>	
<b><i>Euthanasia of Laboratory Animals</i></b>	Everyone working with lab animals
<b><i>LAF Orientation</i></b>	Everyone entering UB Lab Animal Facilities

<b><i>Species/Procedure-Specific Requirements-UB Learns:</i></b>	
<b><i>Rodent Handling</i></b>	Anyone working with live rodents. This is a prerequisite to the Hands-On Training Lab for <i>Rodent Handling</i> .
<b><i>Introduction to Surgery</i></b>	Anyone that will perform or assist with surgery in ANY SPECIES. (This is also a prerequisite to the Hands-On Training Labs for <i>Mouse Surgery</i> and <i>Rat Surgery</i> .)
<b><i>Rodent Anesthesia</i></b>	Anyone participating in rodent anesthesia. This is a prerequisite to the Hands-On Training Lab for <i>Rodent Anesthesia</i> .
<b><i>Use of Controlled Drugs in Laboratory Animals</i></b>	Anyone that will handle controlled drugs for animal use in any species
<b><i>Introduction to Frogs</i></b>	Anyone working with African Clawed Frogs

**Hands-On Training Labs Required for Working with Laboratory Animals**

The following hands-on training must be completed **within 90 days** of the protocol or amendment approval date, unless previously completed. Brightspace (UB Learns) online training **MUST** be completed prior to registration for the corresponding hands-on training when a prerequisite exists. Follow this link to register for Hands-On Training: [Training - Vice President Research and Economic Development - University at Buffalo](#)

<b>Hands-On Training Class:</b>	<b>Required for:</b>	<b>UB Learns Prerequisite:</b>	<b>Hand-On Training Class Prerequisite:</b>
<b>Rodent Handling</b>	Anyone handling live rodents	<i>Rodent Handling</i>	None

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<b>Rabbit Handling</b>	Anyone handling live RABBITS	None	None
<b>Rodent Basic Injections</b>	Anyone administering subcutaneous or intraperitoneal injections to rodents	None	Rodent Handling
<b>Rodent Advanced Techniques</b>	Anyone (without prior experience) planning advanced rodent techniques such as blood collection, IV injections, terminal cardiac puncture, etc.	None	Rodent Basic Injections
<b>Rodent Anesthesia</b>	Anyone administering anesthesia to rodents	<i>Rodent Anesthesia</i>	Rodent Handling
<b>Mouse Surgery</b>	Anyone conducting <u>surgery</u> on mice or hamsters (may substitute Rat Surgery)	<i>Introduction to Surgery</i>	Rodent Anesthesia
<b>Rat Surgery</b>	Anyone conducting <u>surgery</u> in rats or large rodents (may substitute Mouse Surgery)	<i>Introduction to Surgery</i>	Rodent Anesthesia
<b>Rodent Necropsy</b>	<b>Optional class</b> for hands-on practice in rat/mouse tissue collection and necropsy techniques	None	None
<b>Rodent Ovariectomy (OVX)</b>	<b>Optional class</b> (offered upon request) for hands-on practice in OVX surgical technique	<i>Introduction to Surgery</i>	Mouse OR Rat Surgery
<b>Rodent Intubation</b>	<b>Optional class</b> (offered upon request) for hands-on	None	Rodent Anesthesia

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	practice in rodent intubation		
<b>Rabbit Techniques</b>	<b>Optional class</b> (offered upon request) for hands-on practice in rabbit injection and blood collection techniques, intubation, etc.	None	Rabbit Handling
To request <b>optional</b> classes, contact <a href="mailto:lafvetstaff@buffalo.edu">lafvetstaff@buffalo.edu</a> . Optional classes will be offered based upon staffing and scheduling availability.			

### **In-Person Lectures Required for Specific Animal Research Protocols**

The following lecture must be completed **within 90 days** of the protocol or amendment approval date, unless previously completed.

<b><i>Rodent Protocols Requiring Barrier Housing and/or Biocontainment Housing at ABSL-2</i></b>	
<b><i>Barriers and Biohazards</i></b>	Anyone working with rodents housed under sterile conditions and/or ABSL-2 conditions. Register for this class on the IACUC Website by following the link for Hands-On Training: <a href="#">Training - Vice President Research and Economic Development - University at Buffalo</a>

The following specialty lectures/trainings must be completed **prior to gaining card access or interacting with animals** in the specific settings due to heightened biosafety concerns.

<b><i>***Sheep Protocols</i></b>		
<b><i>Sheep Handling and Sheep Safety</i></b>	Anyone working with sheep	Contact Dr. Snyder ( <a href="mailto:snyder38@buffalo.edu">snyder38@buffalo.edu</a> ) to schedule by request. May be scheduled via Zoom or in person.
***No exposure to sheep should occur prior to completion of training.		

<b><i>***Rodent Protocols Requiring Biocontainment Housing at ABSL-3</i></b>		
<b><i>ABSL-3 Lecture</i></b>	Anyone planning to work in ABSL-3	Contact Dr. Peirick ( <a href="mailto:jpeirick@buffalo.edu">jpeirick@buffalo.edu</a> ) to schedule by request.
<b><i>ABSL-3 Suite Orientation</i></b>		Contact Liz Ertel ( <a href="mailto:eertel@buffalo.edu">eertel@buffalo.edu</a> ) to schedule by request.
<b><i>ABSL-3 Practical Exam</i></b>		Contact Dr. Dave Pawlowski (BSO) ( <a href="mailto:drp@buffalo.edu">drp@buffalo.edu</a> ) to schedule by request.

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<b><i>Mandatory Mentorship Hours Required Before Entering Alone</i></b>	This requirement is determined on a case-by-case basis by the BSO and AV.	Contact Dr. Dave Pawlowski (BSO) and Dr. Peirick (AV) for more information.
***ALL ABSL-3 Requirements must be completed <u>prior to</u> gaining card access to the ABSL-3 Suite at JSMBS. Refer to LAF SOP 3H1 (ABSL-3 Suite Access, Entry and Exit Procedures)		

**Training Exceptions:**

**Training Waivers:** If personnel can demonstrate substantial experience in one of the above topics for the species to be used, an exemption may be granted for taking the applicable training. Personnel may submit prior training documentation (such as confirmation from another institution’s IACUC) to the IACUC Office by using the **Training Waiver Form**. Training waivers are evaluated on a case-by-case basis before approval.

**PI-Developed Training Protocols:** With certain exceptions, a PI-developed training protocol that covers one or more of the above topics for the species to be used and/or procedures to be conducted may be submitted for IACUC review. Such protocols must cover the material presented by LAF during the in-person course(s) in addition to any PI-mentored protocol-specific training material. If approved for content by the IACUC, the completion of training by personnel listed on the training protocol may substitute for the completion of the applicable in-person training course(s). Documentation of satisfactory completion of training under this protocol must be submitted to the IACUC Office for each individual. Please contact the IACUC Office for more information.

**Rules on “supervised” and “unsupervised” work for new personnel added to a protocol:**

Once IACUC approval has been granted, new personnel may begin their work with live animals under **direct “on-site” supervision** until such time as they are trained and sufficiently experienced in each procedure to be performed to conduct the work completely without supervision. The supervisor must be the PI, or the PI’s competent and experienced designee, and must be immediately available to the trainee while he or she conducts animal work. Survival and NonSurvival Surgeries must be taught and supervised by those designated as “Trained Trainers” per the IACUC’s Policy on Trained Trainers for Research Labs Conducting Surgery.

Unsupervised work can begin only once the new personnel has completed PI-mentored training to reach a competency that satisfies the PI. This may occur prior to the completion of all required training courses, but the individual must still complete all required training within 90 days of protocol or amendment approval.

The PI must maintain documentation of PI-approved training that will be reviewed semi-annually and must be available as part of the IACUC’s Semi-Annual Program Review. Documentation must consist of procedural training logs that document:

- Who has been trained
- Who provided the training

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- Time spent training
- Exact procedure(s) trained on (including category D and E, and euthanasia procedures)
- How the training was validated (e.g., test, visual, verbal)

In the case of an animal procedure for which no one listed on the protocol is an expert, the IACUC will determine any training or observation requirements needed before animal work may begin.

**Requirements to Gain UB Card Access to the Laboratory Animal Facilities (LAF) (excluding ABSL-3 at JSMBS)**

To be granted UB card access to the LAF:

- 1) Personnel must be listed on an IACUC-approved protocol.
- 2) All applicable [CITI Program](#) “general requirements” must be completed
- 3) Personnel must be enrolled in the [Occupational Health Monitoring Program](#) (OHMP)

UB card access to an animal facility can be requested by submitting the [Access Request Form](#) to the LAF at [labanimal@research.buffalo.edu](mailto:labanimal@research.buffalo.edu)

**Training Waivers:** If personnel can demonstrate substantial experience in one of the above topics for the species to be used, an exemption may be granted for taking the applicable training. Personnel may submit prior training documentation (such as confirmation from another institution’s IACUC) to the IACUC Office by using the **Training Waiver Form**. Training waivers are evaluated on a case-by-case basis before approval.

If personnel can demonstrate substantial experience in one of the required training topics for the species to be used, an exemption may be granted from completing the applicable training module. Personnel requesting a training waiver must complete the IACUC Training Waiver Qualtrics Survey. This survey collects information and documentation necessary for the IACUC Office to evaluate waiver requests on a case-by-case basis.

The survey is available at:



[https://sunnybuffalo.qualtrics.com/jfe/form/SV\\_0wBrjdI1cvzr5D8](https://sunnybuffalo.qualtrics.com/jfe/form/SV_0wBrjdI1cvzr5D8), or scan the QR code

Applicants are asked to provide:

- Full name and UB email address (e.g., netid@buffalo.edu)
- Current role (Undergraduate, Graduate Student, Postdoc, Staff, Faculty, Other)
- Department or unit
- Principal Investigator’s name

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- IACUC protocol number (if applicable)
- Documentation of prior training, certification, CV or relevant experience supporting the waiver request

<b>Revision #</b>	<b>Description of Change</b>	<b>Effective Date</b>
01	Reformatted the policy for easier reading and added ABSL-3 training requirements.	7/1/2023
02	Clarified requirements for documentation of PI-mentored training, added requirement for submission of such records as part of the IACUC's Semi-Annual Program Review and mentioned the complimentary policy on Trained Trainers for Research Labs Conducting Surgeries.	9/1/2025

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