

University at Buffalo Institutional Animal Care and Use Program

Policy on IACUC Training Requirements for Research Personnel

Introduction

Public Health Service (PHS) Policy and United States Department of Agriculture (USDA) Animal Welfare Regulations state that all personnel working with laboratory animals must be appropriately qualified and trained in the procedures to be performed in order 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, treatment, or use at the University at Buffalo are qualified to perform duties involving laboratory animals.

Policy

This policy outlines:

- 1) CITI training required for protocol or amendment approval
- 2) UBLearns training required for working with animals which personnel must complete within 60 days of protocol or amendment approval
- 3) In-person training required for working with animals which personnel must complete within 60 days of protocol or amendment approval
- 4) Rules on “supervised” and “unsupervised” work for new personnel added to a protocol

After submission of a protocol or amendment for IACUC review, the IACUC Office will notify the Principal Investigator (PI) and applicable personnel if any aspects of the training requirements are incomplete.

CITI Online Training Required for Protocol or Amendment Approval

All personnel working with live animals must complete the below requirements prior to protocol or amendment approval. Principal Investigators must complete these requirements regardless of whether or not they will work directly with live animals (i.e., if they supervise research staff who work directly with live animals), as they are ultimately responsible for activities performed under the protocol:

- 1) Complete the following [Collaborative Institutional Training Initiative \(CITI\) Program](#) online training course:
 - “*Working with the IACUC*” must be taken once/initially (Note: This course title changes to “*Investigators, Staff and Students*” once it has been added to your course menu).
 - Every three years thereafter, the “*Working with Animals in Biomedical Research – Refresher Course*” must be taken.
- 2) Complete the following [CITI Program](#) online training courses, as appropriate. These courses need only be taken once: (CITI courses are available for topics that the CMLAF doesn’t cover)
 - The species-specific course(s) for all animals to be used that the CMLAF does NOT offer a corresponding course (e.g. complete the “*Working with Mice in Research Settings*” course if cats will be used).

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- “Reducing Pain and Distress in Laboratory Mice and Rats” (if using these species)
- “*Antibody Production*” (if this is described on the protocol)
- “*Wildlife Research*” (if this is described on the protocol)

UBLearns Online Training and Hands on Prerequisite Requirements for Working with Laboratory Animals

The below in-person courses must be completed **within 60 days** of the protocol or amendment approval date, unless previously completed. If the applicable courses are not completed in this timeframe, the individual and their PI will be notified and personnel with incomplete training may be **have their card access to the LAF revoked** and unable to work with live animals until the requirements are fulfilled. In such case, an amendment must be submitted to reinstate the individual on the protocol, which must be approved by the IACUC before the individual can resume animal work.

- 1) The below UBLearns training must be completed:
 - “*Rodent Handling*” (if rodents will be used)
 - “*Euthanasia of Laboratory Animals*” (all species)
 - “*Use of Controlled Drugs*” (if the individual has access to a PI’s controlled drug cabinet used to store drugs obtained under the LAF’s DEA license)
 - “*Rodent Anesthesia Lab*” (if individual will administer anesthesia)
 - “*Introduction to Surgery Lab*” (if the individual will perform or assist in surgery)
 - All other UBLearns topics are optional and depend on the role(s) assumed in the projects

In-Person Training Required for Working with Laboratory Animals

The below in-person courses must be completed **within 60 days** of the protocol or amendment approval date, unless previously completed. If the applicable courses are not completed in this timeframe, the individual and their PI will be notified and personnel with incomplete training may be **have their card access to the LAF revoked** and unable to work with live animals until the requirements are fulfilled. In such case, an amendment must be submitted to reinstate the individual on the protocol, which must be approved by the IACUC before the individual can resume animal work. The online course **MUST** be completed prior to registration for the corresponding hands on training.

- The basic handling course corresponding only to the species to be used (e.g. “*Rodent Handling*” if working with rodents; or “*Rabbit Lab - Rabbit Handling and Injections/Methods of Euthanasia*” if working with rabbits, etc.)
- “*Rodent Anesthesia Lab*” (if the individual will administer anesthesia)
- “*Introduction to Surgery Lab*” (if the individual will perform or assist in surgery)
- Safety training if working in an ABSL-2 Facility (e.g. “*Sheep – Handling and Safety Training*” if working with sheep; “*NHP Lecture*”, if working with primates, and/or “*Lab Animal Safety*” course)
- Multi-session safety training and successful completion of lab practical with Institutional Biosafety Officer if working in ABSL-3 Facility.

- “Barrier/SPF Course” if working with immunocompromised species in sterilized cages
- 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 in-person course. Personnel may submit prior training documentation (such as confirmation from another institution’s IACUC) to the IACUC Office for review. The IACUC will evaluate all personnel qualifications.

With the exception of “*Use of Controlled Drugs*,” a training protocol that covers one or more of the above topics for the species to be used may be submitted for IACUC review. That protocol 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. Personnel listed on any protocol with incomplete training 60 days after the protocol or amendment approval date may be administratively removed from the protocol and unable to work with live animals until the requirements are fulfilled. 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. 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 in-person LAF training courses, but the individual must still complete all required in-person LAF training within 60 days of protocol or amendment approval.

The PI must document any PI-mentored personnel training used to authorize unsupervised work with animals. Documentation of PI-mentored training should be available for inspection by the IACUC or other regulatory agencies.

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) Personnel must complete the [Facility Orientation](#) for each applicable facility
- 3) All applicable [CITI Program](#) online training modules must be completed

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- 4) Personnel must be enrolled in the [Occupational Health Monitoring Program](#) (OHMP)
- 5) The relevant hands-on handling training species must be completed (i.e. Rodent Handling for rodent users and Rabbit Handling for rabbit users). While other hands-on or digital (UB Learns/Zoom) trainings may be required, a 60 day grace period will be given to allow time for completion of all other trainings.

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