IACUC PROCEDURE:  TRAINING REQUIREMENTS FOR PROTOCOL PERSONNEL

DATE IMPLEMENTED:  March 21, 2014

DATE(s) REVISED:  January 6, 2015; April 24, 2015; March 31, 2016; May 19, 2016

Background:
In accordance with the federal Animal Welfare Act Regulations, Public Health Service Policy, and as described in the Guide for the Care and Use of Laboratory Animals\(^1\): All personnel involved with the care and use of animals must be adequately educated, trained, and/or qualified in basic principles of laboratory animal science to help ensure high-quality science and animal well-being. The IACUC is responsible for providing oversight and for evaluating the effectiveness of the training program. All personnel training should be documented. The IACUC, along with the Attending Veterinarian, has the responsibility for determining that personnel performing surgical procedures are appropriately qualified and trained in the procedures to be performed.

At UCSB, training and instruction are available on-line, from the IACUC Coordinator and/or the Attending Veterinarian, and/or from designated trainers. Training requirements, and verification of training, is specifically provided according to the following system:

Responsibilities:
1. The Principal Investigator (PI) is responsible for ensuring that all personnel listed on her/his protocol(s) are appropriately trained and qualified, and for documenting that training and qualification. The PI is encouraged to use the protocol Training Roster or Procedural Training Template to document all personnel training.

2. The IACUC has established some basic training requirements for all personnel (see below), and the IACUC Coordinator is responsible for verifying the completion and documentation of these requirements prior to any protocol personnel (including the PI) beginning to work with live animals.

3. The Attending Veterinarian is responsible for assessing the surgical technique of personnel that perform survival surgeries on animals.

Training Requirements for New Personnel, by Personnel Classification:

1. **Principal Investigator working directly with live animals:**
   
   a. Complete the following on-line training courses from Citiprogram (www.citiprogram.org):
      
      i. “Working with the IACUC” course for Investigators, Students, Staff
      
      ii. “Reducing Pain and Distress in Mice and Rats” course, if she/he will be working with rats or mice.
      
      iii. Animal-specific courses relevant for the species of animal that she/he will be working with, if available.
      
      iv. “Aseptic Surgery” supplemental training course, if she/he will be performing a surgical procedure on an animal.
      
      v. “Wildlife Research” for animal users working with wild animals in the field
   
   b. Attend the IACUC Seminar
      
      i. The IACUC Seminar is generally offered at least once per year, or more frequently as needed, and is presented by the IACUC Chair and Coordinator. The seminar provides training on regulatory matters, and reporting animal welfare concerns, among other areas.
      
      ii. Note this condition is not a requirement of approval.
   
   c. Read and review the IACUC guidelines that are identified (i.e. checked) on the protocol. All of the IACUC guidelines are available from the IACUC website at http://www.research.ucsb.edu/policies-forms/policies/
   
   d. Read and review the *Zoonotic Diseases* reference material that pertains to the species and animal experimental procedures that are to be performed on her/his animal protocol(s). This reference material is available on the CDC website at http://www.cdc.gov/onehealth/zoonotic-diseases.html
   
   
   f. Enroll in the UCSB Occupation Health and Safety program for animal users by completing and submitting (to the IACUC Office) the *Animal Job Exposure Form* including the confidential medical history. This form is available on the IACUC website at http://www.research.ucsb.edu/media/11487/ohs_form.pdf
   
   g. Complete any additional specialized training requested by the IACUC, for example, EH&S Fundamentals of Laboratory Safety Training (https://learningcenter.ucsb.edu/default.aspx).
   
   h. Complete the ARC Vivarium Facility Orientation training by contacting the ARC Manager and scheduling a date and time for the facility tour and orientation

2. **Principal Investigator NOT working directly with live animals:**
   
   a. Complete the following on-line training courses from Citiprogram (www.citiprogram.org):
      
      i. “Working with the IACUC” course for Investigators, Students, Staff
b. Submit an Occupational Health and Safety declination form acknowledging that she/he will not come into contact with live animals in research settings. This form is available from the IACUC Coordinator.

3. Personnel Working in the Animal Resource Center (ARC) Vivarium in the Bio2 or Psychology building:
   a. Complete the following on-line training courses from Citiprogram (www.citiprogram.org):
      i. “Working with the IACUC” course for Investigators, Students, Staff
      ii. “Reducing Pain and Distress in Mice and Rats” course, if she/he will be working with rats or mice.
      iii. Animal-specific courses relevant for the species of animal that she/he will be working with, if available.
   b. “Aseptic Surgery” supplemental training course, if she/he will be performing a surgical procedure on an animal. Attend the IACUC Seminar.
      The IACUC seminar is generally offered at least once per year, or more frequently as needed and is presented by the IACUC Chair and Coordinator. The seminar provides training on regulatory matters, and reporting animal welfare concerns, among other areas. Note this requirement is not a condition of approval.
   c. Read and review the IACUC guidelines that are identified (i.e. checked) on the protocol. All of the IACUC guidelines are available from the IACUC website at http://www.research.ucsb.edu/policies-forms/policies/
   d. Read and review the Zoontic Diseases reference material that pertains to the species and animal experimental procedures that are to be performed on the protocol. This reference material is available on the CDC website at http://www.cdc.gov/onehealth/zoonotic-diseases.html
   f. Enroll in the Occupation Health and Safety program by completing and submitting (to the IACUC Office) the Animal Job Exposure Form including the confidential medical history. This form is available on the IACUC website at http://www.research.ucsb.edu/media/11487/ohs_form.pdf.
   g. Complete any additional specialized training requested by the IACUC as a condition of protocol approval, for example, EH&S Fundamentals of Laboratory Safety Training (https://learningcenter.ucsb.edu/default.aspx).
   h. Complete the ARC Vivarium Facility Orientation training by contacting the ARC Manager and scheduling a date and time for the facility tour and orientation.

4. Personnel Working in the Satellite Animal Holding Facilities:
   a. Complete the on-line training courses from Citiprogram (www.citiprogram.org) including:
      i. “Working with the IACUC” course for Investigators, Students, Staff
      ii. “Reducing Pain and Distress in Mice and Rats” course, if she/he will be working with rats or mice.
      iii. Animal-specific courses relevant for the species of animal that she/he will be working with, if available.
      iv. “Aseptic Surgery” supplemental training course, if she/he will be performing a surgical procedure on an animal.
v. “Wildlife Research” for animal users working with wild animals in the field

b. Attend the IACUC Seminar
   i. The IACUC seminar is generally offered at least once per year, or more frequently as needed and is presented by the IACUC Chair and Coordinator. The seminar provides training on regulatory matters, and reporting animal welfare concerns, among other areas. Note this requirement is not a condition of approval.

c. Read and review the taxon-specific guidelines that are relevant to the protocol. For example, protocol personnel should read and review the Ornithological Council Guidelines to the Use of Wild Birds in Research, if they are named on a protocol dealing with birds in the wild. These guidelines are available from the IACUC website at http://www.research.ucsb.edu/policies-forms/policies/#IACUC.

d. Read and review the IACUC guidelines that are identified (i.e. checked) on the protocol. All of the IACUC guidelines are available from the IACUC website at http://www.research.ucsb.edu/policies-forms/policies/

e. Read and review the Zoonotic Diseases reference material that pertains to the species and animal experimental procedures that are to be performed on the protocol. This reference material is available on the CDC website at http://www.cdc.gov/onehealth/zoonotic-diseases.html.


g. Enroll in the Occupation Health and Safety program by completing and submitting (to the IACUC Office) the Animal Job Exposure Form including the confidential medical history. This form is available on the IACUC website at http://www.research.ucsb.edu/media/11487/ohs_form.pdf.

h. Complete any additional specialized training requested by the IACUC as a condition of protocol approval, for example, EH&S Fundamentals of Laboratory Safety Training (https://learningcenter.ucsb.edu/default.aspx).

5. Personnel Working on Field Studies:
   a. Complete the on-line training courses from Citiprogram (www.citiprogram.org) including:
      i. “Working with the IACUC” course for Investigators, Students, Staff
      ii. Animal-specific courses relevant for the species of animal that she/he will be working with, if available.
      iii. “Aseptic Surgery” supplemental training course, if she/he will be performing a surgical procedure on an animal.
      iv. “Wildlife Research” for animal users working with wild animals in the field
   b. Attend the IACUC Seminar
      i. The IACUC seminar is generally offered at least once per year, or more frequently as needed and is presented by the IACUC Chair and Coordinator. The seminar provides training on regulatory matters, and reporting animal welfare concerns, among other areas. Note this requirement is not a condition of approval.
   c. Read and review the taxon-specific guidelines that are relevant to the protocol. For example, protocol personnel should read and review the Ornithological Council Guidelines to the Use of Wild Birds in Research, if they
are named on a protocol dealing with birds in the wild. These guidelines are available from the IACUC website at http://www.research.ucsb.edu/policies-forms/policies/#IACUC
d. Read and review the IACUC guidelines that are identified (i.e. checked) on the protocol. All of the IACUC guidelines are available from the IACUC website at http://www.research.ucsb.edu/policies-forms/policies/
e. Read and review the Zoonotic Diseases reference material that pertains to the species and animal experimental procedures that are to be performed on the protocol. This reference material is available on the CDC website at http://www.cdc.gov/onehealth/zoonotic-diseases.html.
g. Enroll in the Occupation Health and Safety program by completing and submitting (to the IACUC Office) the Animal Job Exposure Form including the confidential medical history. This form is available on the IACUC website at http://www.research.ucsb.edu/media/11487/ohs_form.pdf.
h. Complete any additional specialized training requested by the IACUC as a condition of protocol approval, for example, EH&S Fundamentals of Lab Safety Training (https://learningcenter.ucsb.edu/default.aspx).

6. IACUC Members:
   a. Complete the “Essentials for IACUC Members” and “Working with the IACUC” for Investigators, Staff and Students on-line training courses from Citiprogram (www.citiprogram.org). The community member is also encouraged to complete the “IACUC Community Member” course.
   b. Enroll in the Occupation Health and Safety program by completing and submitting (to the IACUC Office) the Animal Job Exposure Form including the confidential medical history. This form is available on the IACUC website at http://www.research.ucsb.edu/media/11487/ohs_form.pdf.

Anesthesia & Surgery Training Requirement:
On-the-job training and a proficiency evaluation of personnel who perform surgical procedures in research and/or teaching protocols is specifically provided according to the following system:
1. Protocol personnel performing survival surgical procedures on mammalian species other than rodents (e.g. rabbits) must be appropriately trained and qualified, and will be required to demonstrate proficiency in their surgical technique to the AV, unless they are specifically exempted by the IACUC.
2. Protocol personnel performing survival surgical procedures on non-mammalian species (e.g. fish, birds, reptiles, or amphibians) must be appropriately trained and qualified, and will be required to demonstrate proficiency in their surgical technique to the AV, unless they are specifically exempted by the IACUC.
3. Protocol personnel performing survival surgical procedures on rodents species (e.g. rats and mice), which represents the vast majority of survival surgical procedures performed in our animal care and use program, will be required to complete the following training and proficiency program:
   a. Basic Aseptic Surgical Technique Training:
      The AV or his designee will provide basic rodent surgery training covering asepsis, gentle tissue handling, minimal dissection of tissue, appropriate use
of instruments, correct use of sutures materials and patterns, and anesthesia monitoring. Personnel performing anesthesia and survival surgery generally complete this training prior to engaging in survival surgical procedures on live animals; however, they may perform anesthesia and surgery without first completing this basic training, if they receive this training, assistance, and direct supervision from a surgical trainer (i.e. someone who has successfully completed a proficiency evaluation with the AV).

b. Procedure-Specific Surgical Training:
All individuals to be engaged in survival surgical procedures must receive procedure-specific training from a qualified surgical trainer within the lab. A qualified surgical trainer is someone who has completed a proficiency evaluation with the AV. Contact the AV if a qualified surgical trainer is not available in your lab.

c. Proficiency:
Protocol personnel performing survival surgical procedures (e.g. graduates, research assistants/associates, post-docs and PIs) are required to demonstrate proficiency to the AV or his designee, and must NOT perform surgical procedures without the assistance and direct supervision of the surgical trainer or AV until they have successfully completed a proficiency assessment.

**Continuing Education Requirement for Existing Personnel:**
1. Every three years all personnel working directly with live animals must complete the “Working With Animals in Biomedical Research – Refresher” course from Citiprogram ([www.citiprogram.org](http://www.citiprogram.org)). PIs that have submitted an OHSP declination and have no contact with live animals do not need to complete the Refresher course.
2. Either once a year, once every three years or when someone’s health history and/or research has changed, all personnel working directly with live animals must renew their enrollment in the Occupation Health and Safety program by completing and submitting (to the IACUC Office) the Animal Job Exposure Form including the confidential medical history. This form is available on the IACUC website at [http://www.research.ucsb.edu/media/11487/ohs_form.pdf](http://www.research.ucsb.edu/media/11487/ohs_form.pdf)

**Training Verification and Documentation, and Clearance to Begin Working with Animals:**
1. Once new personnel have completed their on-line training (i.e. Citiprogram, EH&S Lab Safety), they should set up an appointment to meet with the IACUC Coordinator.
   a. For this meeting, they must bring with them:
      i. The *Researcher Training Checklist* signed by the PI. The checklist should list the protocol(s) that they will be working on.
      ii. The completed Occupational Health and Safety forms in a signed and sealed envelope.
   b. During this meeting the IACUC Coordinator will:
      i. Emphasize that working with animals is not a right, but a privilege.
      ii. Emphasize the importance of reading the protocol(s) in its’ entirety, knowing what portions of work described in the protocol they will be responsible for and performing the animal procedures as described in the protocol.
iii. Emphasize that they cannot begin working with live animals until they and their PI have been notified in writing by the Coordinator that they have been “cleared for participation”.
iv. Review how to report any animal welfare concerns, emphasizing that anyone reporting a concern may request to remain anonymous.
v. Review the need for completing additional training if, in the future, the researcher needs to work on another protocol, work with a different species or perform a new experimental animal procedure, especially those that involve anesthesia and survival surgery.
vi. Provide each person working in the ARC with information on obtaining security access to the ARC and Psychology Vivaria.

c. If the new personnel still have any uncompleted training at the time of their appointment, then the IACUC Coordinator will provide them and their PI with a list of the pending training requirements.

2. The IACUC Coordinator will verify that new personnel have completed all the following basic training requirements:
   a. Completion of the required Citiprogram training courses.
   b. Review of the “Zoonotic Diseases” reference material on the IACUC website.
   c. Review of the required IACUC guidelines and the taxon-specific guidelines on the IACUC website.

3. Clearance to begin working with animals should be formally granted when the IACUC Coordinator has:
   a. Verified that all the basic training requirements have been met.
   b. Received the completed and signed Training Checklist.
   c. Received confirmation from the Occupational Health Physician that the individual is cleared to work with animals.
   d. Received confirmation that the individual has completed her/his facility orientation, if the animal work is performed in the ARC.

4. The IACUC Coordinator will document:
   a. The date the individual was cleared for participation in the FMP Protocol Personnel database under “Final Clearance for Participation in ACUP”.
   b. The date the individual was cleared for participation, and the date the individual and PI were notified, on the Training Checklist. File the checklist in the Researcher Training Checklist binder.

Notes:
1. Some protocols may be approved to work with several species and/or procedures, but not all protocol personnel may be working with all species or on all the animal procedures described in the protocol. Therefore, each person named on the protocol only needs to complete the training requirements that are relevant to the work that she/he will be performing on the protocol. The IACUC Coordinator will note the species that each researcher is cleared to work with, as well as the date they were cleared for participation, in the notification to the researcher and PI.
2. In some instances, personnel may belong to more than one classification. For example, field study protocols often contain a laboratory research component, and personnel on such protocols may be conducting research in both the laboratory and field. In instances such as these, it is important for the researcher
to complete all applicable training requirements (e.g. those listed under #3, 4, and 5 above).

3. Due to the large number of protocol personnel working at the REEF, the IACUC Coordinator will meet with the MSI Aquarist at least once per quarter to go over and update the training roster.