

# UC SANTA BARBARA

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IACUC GUIDELINE: IACUC TRAINING REQUIREMENTS

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## 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*<sup>1</sup>: 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 (AV), have 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 online, from the IACUC Coordinator and/or the Attending Veterinarian, and/or from designated trainers. New animal user training, and the verification of the completion of this 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 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. New animal user training is documented in the [Researcher Training Checklist](#).
3. The AV is responsible for assessing the competency of personnel that perform surgical procedures on animals. Additionally, the IACUC has delegated the responsibility of

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<sup>1</sup> Guide for the Care and Use of Laboratory Animals, 8th edition. National Academies Press. 2010. Pages 15, & 116.

regularly reviewing the anesthesia, surgery and post-operative care records for animals housed in the Animal Resource Center (ARC) to the AV. This review process is a critical and effective monitoring strategy for ensuring the health and well-being of rodents undergoing surgical procedures.

### **Training Requirements for New Personnel, by Personnel Classification:**

1. Principal Investigator working directly with live animals:
  - a. Complete the following online training courses from Citiprogram ([www.citiprogram.org](http://www.citiprogram.org)):
    - i. "Working with the IACUC" course for Investigators, Staff and Students
    - ii. "Reducing Pain and Distress in Laboratory Mice and Rats" course, if she/he will be working with laboratory 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, or providing postoperative care for, an animal.
    - v. "Wildlife Research" for animal users working with wild animals in the field.
  - b. If Citiprogram does not have an animal-specific course relevant to the research, then read and review the taxon-specific guidelines that are relevant to the protocol. For example, if they are named on a protocol using birds, protocol personnel should read and review the [Ornithological Council Guidelines to the Use of Wild Birds in Research](#). Links to these guidelines are available on the IACUC website at <https://www.research.ucsb.edu/policies#iacuc>.
  - c. Attend the IACUC Seminar
    - i. The IACUC Seminar is offered at least once per year, or more frequently if needed, and is presented by the IACUC Chair and Coordinator. The seminar provides training on various regulatory matters, including reporting animal welfare concerns and other important topics.
    - ii. This condition is not a requirement to begin working with animals.
  - d. Read and review the IACUC Guidelines that are identified (i.e., checked) on the protocol. All of the IACUC Guidelines are available on the IACUC website at <https://www.research.ucsb.edu/policies#iacuc>.
  - e. Read and review the *Zoonotic Diseases* reference material that is available on the Centers for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/one-health/about/about-zoonotic-diseases.html>.
  - f. Enroll in the UCSB Occupational Health and Safety (OHS) Program for animal users by completing and submitting (to the OHS Physician) the *OHS Evaluation* form, which includes questions about the animal work to be done, risks that will be encountered during this work, and personal medical history. This form is available on the IACUC website at [https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs\\_form.pdf](https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs_form.pdf).
  - g. If working in a laboratory setting, complete the [UC Laboratory Safety Fundamentals Initial course](#), or Refresher course, through the UC Learning Center.
  - h. If responsible for an animal housing facility (either a satellite or centralized), complete the [Disaster Contingency Planning for Research Animal Facilities course](#) through the UC Learning Center and read through the [Animal Facilities Disaster Contingency Plan](#).
  - i. If working in the ARC, once all other training has been completed, the IACUC Coordinator will put you in contact with the ARC Manager to schedule a Vivarium Facility Orientation.

2. Principal Investigator NOT working directly with live animals:

- a. Complete the following online training courses from Citiprogram ([www.citiprogram.org](http://www.citiprogram.org)):
  - i. “Working with the IACUC” course for Investigators, Students, Staff
- b. Confirm with the IACUC Coordinator that the PI will not be in direct contact with animals. The Coordinator will supply the PI with an *Occupational Health and Safety* Waiver form acknowledging that she/he will not come into contact with live animals in research settings. Submit this waiver to the IACUC Office where it will be kept on file.
- c. If responsible for an animal housing facility (either a satellite or centralized), complete the [Disaster Contingency Planning for Research Animal Facilities course](#) through the UC Learning Center and read through the [Animal Facilities Disaster Contingency Plan](#).

3. Personnel Working in the Animal Resource Center (ARC):

Training procedures are outlined in the [Researcher Training Checklist](#).

- a. Read the current version(s) of the protocol(s) you will be working on.
- b. Complete the following online training courses from Citiprogram ([www.citiprogram.org](http://www.citiprogram.org)):
  - i. “Working with the IACUC” course for Investigators, Staff and Students
  - ii. “Reducing Pain and Distress in Laboratory Mice and Rats” course, if she/he will be working with laboratory rats or mice.
  - iii. “Aseptic Surgery” supplemental training course, if she/he will be performing a surgical procedure on, or providing postoperative care for, an animal.
- c. Attend the IACUC Seminar
  - i. The IACUC Seminar is offered at least once per year, or more frequently if needed, and is presented by the IACUC Chair and Coordinator. The seminar provides training on various regulatory matters, including reporting animal welfare concerns and other important topics.
  - ii. Note this condition is not a requirement to begin working with animals.
- d. Read and review the IACUC Guidelines that are identified (i.e., checked) on the protocol(s). All of the IACUC Guidelines are available on the IACUC website at <https://www.research.ucsb.edu/policies#iacuc>.
- e. Read and review the *Zoonotic Diseases* reference material that is available on the Centers for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/one-health/about/about-zoonotic-diseases.html>.
- f. Enroll in the Occupational Health and Safety (OHS) Program by completing and submitting (to the OHS Physician) the *OHS Evaluation* form, which includes questions about the animal work to be done, risks that will be encountered during this work, and personal medical history. This form is available on the IACUC website at [https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs\\_form.pdf](https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs_form.pdf).
- g. Complete the [UC Laboratory Safety Fundamentals Initial course](#), or Refresher course, through the UC Learning Center.
- h. ARC staff must complete the [Disaster Contingency Planning for Research Animal Facilities course](#) through the UC Learning Center and read through the [Animal Facilities Disaster Contingency Plan](#). This training is not required for personnel that are not providing husbandry to animals.
- i. After completing the training described above, complete the new animal user clearance process as described in the [Training Verification and Documentation, and Clearance to Begin Working with Animals](#) section below.

#### 4. Personnel Working in Non-ARC Animal Holding Facilities:

Training procedures are outlined in the [Researcher Training Checklist](#).

- a. Read the current version(s) of the protocol(s) you will be working on.
- b. Complete the on-line training courses from Citiprogram ([www.citiprogram.org](http://www.citiprogram.org)) including:
  - i. “Working with the IACUC” course for Investigators, Staff and Students
  - ii. “Reducing Pain and Distress in Laboratory Mice and Rats” course, if she/he will be working with laboratory 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, or providing postoperative care for, an animal.
  - v. “Wildlife Research” for animal users working with wild animals in the field.
- c. If Citiprogram does not have an animal-specific course relevant to the research, then 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 using birds. Links to these guidelines are available on the IACUC website at <https://www.research.ucsb.edu/policies#iacuc>.
- d. Attend the IACUC Seminar
  - i. The IACUC Seminar is offered at least once per year, or more frequently if needed, and is presented by the IACUC Chair and Coordinator. The seminar provides training on various regulatory matters, including reporting animal welfare concerns and other important topics.
  - ii. Note this condition is not a requirement to begin working with animals.
- e. Read and review the IACUC Guidelines that are identified (i.e., checked) on the protocol. All of the IACUC Guidelines are available on the IACUC website at <https://www.research.ucsb.edu/policies#iacuc>.
- f. Read and review the *Zoonotic Diseases* reference material that is available on the Centers for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/one-health/about/about-zoonotic-diseases.html>.
- g. Enroll in the Occupational Health and Safety (OHS) Program by completing and submitting (to the OHS Physician) the *OHS Evaluation* form, which includes questions about the animal work to be done, risks that will be encountered during this work, and personal medical history. This form is available on the IACUC website at [https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs\\_form.pdf](https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs_form.pdf).
- h. Complete the [UC Laboratory Safety Fundamentals Initial course](#), or Refresher course, through the UC Learning Center.
- i. If providing husbandry for animals, complete the [Disaster Contingency Planning for Research Animal Facilities course](#) through the UC Learning Center and read through the [Animal Facilities Disaster Contingency Plan](#).
- j. After completing the training described above, complete the new animal user clearance process as described in the [Training Verification and Documentation, and Clearance to Begin Working with Animals](#) section below.

#### 5. Personnel Working Only in the Field (no lab work):

Training procedures are outline in the [Researcher Training Checklist](#).

- a. Read the current version(s) of the protocol(s) you will be working on.

- b. Complete the online training courses from Citiprogram ([www.citiprogram.org](http://www.citiprogram.org)) including:
      - i. “Working with the IACUC” course for Investigators, Staff and Students
      - 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, or providing postoperative care for, an animal.
      - iv. “Wildlife Research” for animal users working with wild animals in the field.
    - b. If Citiprogram does not have an animal-specific course relevant to the research, then read and review the taxon-specific guidelines that are relevant to the protocol. For example, if they are named on a protocol using birds, protocol personnel should read and review the [Ornithological Council Guidelines to the Use of Wild Birds in Research](#). Links to these guidelines are available on the IACUC website at <https://www.research.ucsb.edu/policies#iacuc>.
    - c. Attend the IACUC Seminar
      - i. The IACUC Seminar is offered at least once per year, or more frequently if needed, and is presented by the IACUC Chair and Coordinator. The seminar provides training on various regulatory matters, including reporting animal welfare concerns and other important topics.
      - ii. If a researcher who will be working in the field resides outside of the Santa Barbara area, inform the IACUC Coordinator. For these personnel, confirming review of the IACUC Seminar will be required prior to being approved for animal work, except under extenuating circumstances.
      - iii. For researchers that reside in the Santa Barbara area, this requirement is not a condition of approval.
    - d. Read and review the IACUC Guidelines that are identified (i.e., checked) on the protocol. All of the IACUC Guidelines are available on the IACUC website at <https://www.research.ucsb.edu/policies#iacuc>.
    - e. Read and review the Zoonotic Diseases reference material that is available on the Centers for Disease Control and Prevention (CDC) website at <https://www.cdc.gov/one-health/about/about-zoonotic-diseases.html>
    - f. Enroll in the Occupational Health and Safety (OHS) Program by completing and submitting (to the OHS Physician) the *OHS Evaluation* form, which includes questions about the animal work to be done, risks that will be encountered during this work, and personal medical history. This form is available on the IACUC website at [https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs\\_form.pdf](https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs_form.pdf).
      - i. If a researcher who will be working in the field resides outside of the Santa Barbara area, inform the IACUC Coordinator. The signed *Researcher Training Checklist* must be emailed to the IACUC Office, and a hard copy of the *OHS Evaluation* form must be mailed to the OHS Physician.
    - g. After completing the training described above, complete the new animal user clearance process as described in the [Training Verification and Documentation, and Clearance to Begin Working with Animals](#) section below.
  6. IACUC Members:
    - a. Complete the “Essentials for IACUC Members” and “Working with the IACUC” for Investigators, Staff and Students online training courses from Citiprogram ([www.citiprogram.org](http://www.citiprogram.org)).

- i. The IACUC Community (i.e., Non-Affiliated) member is also required to complete the “IACUC Community Member” course.
- b. IACUC members may be exposed to hazards or allergens during the Semiannual Facility Inspections. Enroll in the Occupational Health and Safety (OHS) Program by completing and submitting (to the OHS Physician) the *OHS Evaluation* form, which includes questions about the animal work to be done, risks that will be encountered during this work, and personal medical history. This form is available on the IACUC website at [https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs\\_form.pdf](https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs_form.pdf).
- c. Meet with the IACUC Coordinator to receive copies of reference materials (e.g., Member Handbook, *Guide for the Care and Use of Laboratory Animals*, Animal Welfare Act, etc.) and discuss the training covered in the “Essentials for IACUC Members” Citiprogram course. The Coordinator will also provide new IACUC members with additional details on regulatory entities, basic roles of IACUC members, overview of IACUC meetings and responsibilities, conducting semiannual inspections and program reviews, and evaluating concerns of animal welfare or noncompliance.

### **Training Verification and Documentation, and Clearance to Begin Working with Animals:**

1. Once new personnel have completed the necessary training described on the *Researcher Training Checklist* and have gotten it signed by their PI, or their designee, they must email a copy to the IACUC Coordinator. The IACUC Coordinator will verify that new personnel have completed the required Citiprogram basic training courses. If the new animal user still has any uncompleted Citiprogram courses at this time, the IACUC Coordinator will notify them.
  - a. The AV has designated the ARC Manager as someone who may sign the *Researcher Training Checklist* for new ARC staff. The REEF PI has designated the REEF Facility Director as someone who may sign the *Researcher Training Checklist* for new REEF hires.
2. Upon completion of the Citiprogram training and submission of the signed *Researcher Training Checklist*, the Coordinator will set up an appointment via Zoom to discuss the training. OHS clearance may still be pending when setting up the meeting with the Coordinator. During this meeting the IACUC Coordinator will:
  - a. Emphasize that working with animals is not a right, but a privilege.
  - b. Confirm that personnel have read the protocol(s) in its entirety, as well as any associated housing or procedural Standard Operating Procedures (SOPs). Personnel are responsible for knowing which of the animal procedures described in the protocol(s) or SOP(s) they will be responsible for, as well as being responsible for performing those procedures as described.
    - i. If an animal user will be working on more than one protocol or SOP, emphasize that procedures from one protocol or SOP may not be used on animals associated with a different protocol or SOP (i.e., no “mixing-and-matching”).
  - c. Confirm that personnel have read the IACUC Guidelines that are identified (i.e., checked) towards the back of the protocol(s).
  - d. Remind personnel that protocols, SOPs, and Guidelines will occasionally be updated and that they should always make sure they are working from the current version.
    - i. Revisions to guidelines will be communicated through the [IACUC Newsletters](#).
  - e. Review how to report any animal welfare concerns, emphasizing that anyone who reports a concern may request to remain anonymous. Inform personnel that there are signs posted around the vivaria and PI labs that have a list of contacts whom they can

- make a report to. Personnel only working with animals in the field are informed that this information is posted on the IACUC website.
- f. Confirm that personnel have read the taxon-specific guidelines, if they will be working with wild mammals or birds.
  - g. Confirm that personnel have read the “Zoonotic Diseases” reference material on the Centers for Disease Control and Prevention (CDC) website.
  - h. Confirm that personnel have completed the UC Laboratory Safety Fundamentals Initial or Refresher course, if they will be working in a laboratory setting.
  - i. Confirm that personnel have completed the Disaster Contingency Planning for Research Animal Facilities course and read the Animal Facilities Disaster Contingency Plan, if they will be providing husbandry to animals.
  - j. Review the need for completing additional training if, in the future, an animal user needs to work on another protocol, work with a different species, or perform a new experimental animal procedure, especially if the new procedure involves anesthesia or surgery.
  - k. Provide each person working in the ARC with information on obtaining security access to the Bio2 and BioEngineering Vivaria. Emphasize to new personnel the importance of not sharing their ACCESS Card with others and not holding the vivarium door open for personnel they do not know.
    - i. If the new personnel does not have an ACCESS Card yet, the Coordinator will provide information on how to obtain one.
  - l. Explain the rest of the clearance process and emphasize that personnel 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”.
3. Clearance to begin working with animals will 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 *Researcher Training Checklist*.
  - c. Received confirmation from the Occupational Health and Safety Physician that the individual is cleared to work with animals, with or without additional recommendations.
  - d. Received confirmation that the individual has completed their facility orientation, if the new personnel needs access to the ARC.
  - e. Lastly, sent an email to the new animal user and their PI confirming that they have been cleared for participation and added to the specified protocol(s).

### **Anesthesia & Surgery (either non-survival or survival) Training Requirement:**

On-the-job surgical training and the surgical technique proficiency evaluation are provided according to the following system:

1. Protocol personnel performing surgical procedures on rodents species (e.g., rats and mice), which accounts for nearly all of the surgical procedures performed in our animal care and use program, will be required to complete the following training and proficiency program:
  - a. [Aseptic Rodent Surgery and Postoperative Care IACUC Guideline:](#)  
An individual must read this guideline prior to beginning surgical procedure training or providing postoperative care. It is possible this was not read by the individual during their initial training if they or their PI were unsure of whether they would be conducting surgical or postoperative procedures.
  - b. Citiprogram Aseptic Surgery Course:  
An individual must complete this course prior to beginning surgical procedure training or providing postoperative care. It is possible this was not completed by the individual

during their initial training if they or their PI were unsure of whether they would be conducting surgical or postoperative procedures.

- c. **Basic Aseptic Surgical Technique Seminar:**  
The AV, or his designee, will cover basic rodent surgery training topics, such as: asepsis, gentle tissue handling, minimal dissection of tissue, appropriate use of instruments, anesthesia monitoring, and correct use of suture materials and patterns. Personnel performing anesthesia, surgery, and/or post-operative procedures are encouraged to attend this training prior to engaging in surgical procedures on live animals. However, personnel may perform anesthesia and surgery without first attending this seminar, if they are receiving assistance and direct supervision from a surgical trainer (i.e., someone who has successfully completed a proficiency evaluation with the AV or his designee). Post-operative care may also be performed without first attending this seminar, but direct supervision is not required after being trained.
  - d. **Procedure-Specific Surgical Training:**  
All individuals to be engaged in surgical procedures must receive procedure-specific training from a qualified surgical trainer within the lab. A qualified surgical trainer is someone who has successfully completed a proficiency evaluation with the AV for the surgical procedure in the particular species. Contact the AV if a qualified surgical trainer is not available in your lab.
  - e. **Competency Evaluation:**  
Protocol personnel (e.g., graduates, research assistants/associates, post-docs and PIs) performing survival surgical procedures are required to demonstrate competency to the AV, unless exempted by the IACUC, 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. Personnel will be deemed competent if they can demonstrate to the AV that they possess the necessary knowledge and technical skill to successfully complete the surgical procedure. Anyone that cannot competently perform the surgical procedure (i.e., fails their evaluation) should receive additional training under the direct supervision of a trained and qualified individual.
  - f. **Records Review:**  
The regular review of the completed anesthesia, surgery, and postoperative care records is a critical and effective monitoring strategy for ensuring the health and well-being of rodents undergoing surgical procedures. This review process has been delegated to the AV by the IACUC.
2. Protocol personnel performing surgical procedures on non-mammalian species (e.g., fish, birds, reptiles, or amphibians) must be appropriately trained and qualified. To perform surgeries without direct supervision, personnel will be required to demonstrate competency in their surgical technique to the AV, unless they are specifically exempted by the IACUC. Direct supervision must be provided by a qualified surgical trainer (i.e., someone who has either successfully completed a proficiency evaluation with the AV or received an exemption for the surgical procedure in the particular species). Contact the AV if a qualified surgical trainer is not available in your lab.

#### **Personnel not affiliated with UCSB:**

1. Personnel who are not UCSB students or employees may still work with animals on protocols of UCSB PIs. Before beginning any of the above training, these researchers must affiliate themselves with UCSB as a “Volunteer”, usually through the PI’s home department. Personnel

not affiliated with UCSB may not enroll in the OHS program or take courses through Citiprogram.org.

2. For personnel visiting from another research institution, the UCSB IACUC may accept the training and OHS clearance from their home institution. Personnel should help facilitate contact between UCSB's IACUC and their home institution's IACUC.
3. Once the IACUC Coordinator has confirmed that the visiting personnel has the appropriate OHS clearance and training, they will send an email to the PI and visiting personnel to confirm that they have been added to the protocol roster and may work with UCSB animals.

#### **Continuing Education Requirement for Approved Personnel:**

1. Every three years, all personnel working with live animals must complete the "Working With Animals in Biomedical Research – Refresher" course from Citiprogram ([www.citiprogram.org](http://www.citiprogram.org)). PIs who have submitted an OHS Program Waiver and have no contact with live animals do still need to complete the Refresher course to stay up-to-date on policies and regulations.
2. Either once a year, once every three years, or when someone's health history and/or animal model has changed, personnel working directly with live animals must renew their enrollment in the Occupational Health and Safety Program by completing and submitting (to the OHS Physician) the *OHS Evaluation Form*, which includes questions about personal medical history. This form is available on the IACUC website at [https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs\\_form.pdf](https://www.research.ucsb.edu/sites/default/files/forms/iacuc/ohs_form.pdf).
3. Once a year, personnel working in a laboratory setting must complete a Laboratory Safety Refresher course through the UC Learning Center. Personnel will receive UC Learning Center email notifications to complete the Refresher course one year after completing the [UC Laboratory Safety Fundamentals Initial course](#).

#### **Notes:**

1. If new personnel submit their signed [Researcher Training Checklist](#) to the IACUC Office, they may meet with the Coordinator to discuss their training prior to receiving notification that the OHS Physician has reviewed their *OHS Evaluation form*.
2. Some protocols may be approved to work with several species and/or procedures, but not all protocol personnel may be working with all listed species or on all of the animal procedures described in the protocol. Therefore, each person to be added to 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 has been cleared to work with, as well as the date they were cleared for participation in the notification to the researcher, PI, and ARC Manager, if applicable.
  - a. If a researcher will be working in the ARC, the IACUC Coordinator will copy the ARC Manager on the clearance for participation email.
3. 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 (i.e., those listed under #3 and/or 4, and 5 above).
4. Due to the large number of protocol personnel working at the REEF and high rate of turnover, the IACUC Coordinator will meet with the MSI Aquarist at least once per quarter to review and update the training roster. The REEF Director, or their designee, is responsible for ensuring that newly hired REEF personnel complete the training as described on the [Researcher Training Checklist](#).

5. UCSB personnel who are regularly working in vertebrate animal housing facilities/areas (e.g., ARC or satellite facility), but not performing research (e.g., custodians, maintenance workers), should enroll in the Occupational Health and Safety Program. Non-UCSB personnel working in a vertebrate animal housing facility/area (e.g., service technicians, contractors) are not required to enroll in the OHS program. It's expected that neither group (UC or non-UCSB personnel not routinely working in animal housing areas) will have any direct contact with live vertebrate animals, and that they will be accompanied or supervised while in the animal facility.
6. If a PI or surgeon notices a pattern of poor surgical outcomes (e.g., animal deaths peri- or post-operatively), the AV should be promptly contacted for advice and assistance on surgical technique.
7. In extraordinary circumstances, training requirements, including OHS enrollment, may be waived by the IACUC on a case-by-case basis (e.g. due to emergency, disaster or other extenuating conditions).