

## **Policy on Personnel Requirements**

Date Reviewed: April 3, 2020

### **I. Background**

The Institutional Animal Care and Use Committee at UC Santa Cruz is charged with overseeing UCSC's animal care and use program as outlined by the Office of Lab Animal Welfare under the Public Health Service and the Animal and Plant Health Inspection Service under the USDA. This policy outlines training and health and safety requirements for personnel involved in research or teaching with animals at UC Santa Cruz.

### **II. Applicability**

This policy applies to any personnel involved in research, teaching, or training in the use of live animals conducted at or under the jurisdiction of UCSC. Note that online training and occupational health assessment must be completed before IACUC approval, and training on procedures and animal husbandry, care, and feeding must occur before animal work begins.

### **III. Training**

#### **a) Animal Husbandry, Care and Feeding**

The program of Animal husbandry, care, and feeding and veterinary care at UCSC is overseen by the Attending Veterinarian. The Vivarium Manager is responsible for managerial oversight of the daily operation of the vivarium and to assist individual faculty, researchers and/or lab supervisors on animal issues and personnel matters. PIs are responsible for the training of their research staff and the conduct of their research. For PIs that are allowed to maintain their own research animals, they are additionally responsible for the managerial oversight and daily operation of their assigned research animal space and for the proper care of their research animals, under the oversight of the veterinarian.

#### **b) Treatment and Use**

All scientists, animal technicians, and other personnel involved with animal care, and treatment, will be provided training in humane practice of animal maintenance and experimentation. This is usually provided by the PI. This may be provided by the Attending Veterinarian, the Vivarium Manager, or by a scientist trained by one of the above mentioned. For each person, this training must occur before the that person can begin animal activities. Training should include minimization of pain/distress, pain recognition/alleviation, and procedures to reduce harm.

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### **c) Survival Surgery**

All personnel responsible for performing survival surgery on any species must receive aseptic surgery training from the PI or from a trained scientist with survival surgery experience or from the Attending Veterinarian.

Analgesia, anesthesia, euthanasia, and any hazards are described in the specific IACUC protocol and must be followed according to that protocol and can't be changed without amendment.

### **d) Animal Care and Use Regulations Online Training**

The CITI (Collaborative Institutional Training Initiative program) provides web-based training in the humane care and use of animals. The UCSC IACUC requires completing certain courses depending on the protocol type, and on a case by case basis other courses may be required:

- I. Full use biomedical protocol (with contact): This protocol requires completing/passing all of the modules of the "Group B: Biomedical Course for Vivarium Users" training course;
- II. Full use non-biomedical protocol (with contact): This protocol requires completing/passing all of the modules of the "Group C: Non-Biomedical Research" training course; and
- III. Observation and sample protocols (no contact): These protocols require completing/passing all of the modules of the "Group A: For Non-Contact Research Only" training course.
- IV. Personnel performing surgeries are required to complete/pass all of the modules of "Aseptic Surgery," "Post-Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress," and if applicable "Working with Mice in Research" and/or "Working with Rats in Research."

## **IV. Occupational Health and Safety Assessment**

Personnel who have contact with animals should be listed on UCSC IACUC protocols and must complete a medical assessment via UCSC's on line Occupational Health Surveillance System. The PI or Supervisor must initiate the process by filling out a risk assessment, then the participant fills out their own Health Questionnaire form.. The confidential form gets forwarded for review by Occupational Medical Specialists. The Medical Reviewer sends notification of any follow-up items to the participant, who then must acknowledge the physician review to complete the process. Participants are expected to update their health information in OHSS if their health status changes. Renewal in OHSS is required every three years.

Vertebrate sample use or observation only protocols do not require completion of OHSS unless you are required to do so by EH&S. Vertebrate sample use and observation protocols will be reviewed by EH&S for health and safety concerns (biosafety, field

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safety, general safety, etc). If additional information is necessary or medical surveillance is deemed appropriate, EH&S will contact the PI directly for consultation.

For students in Classes and Students with Short Term Animal Contact, the instructor/PI will complete an Exposure Assessment Form for EH&S review and risk category assessment. The Exposure Assessment Form includes a brief description of the class/research, the species of animals involved, and a description of student contact with the animals. If the contact with animals is determined to be a high risk (high probability of an adverse health effect, for example, a student working with wild-caught mammals), the instructor must consult with EH&S to determine if completion of the OHSS medical screening for all students is necessary.

The instructor will also advise students to consult with their medical provider prior to animal contact if they are pregnant, immunocompromised, diabetic, or have a history of allergies or any other significant medical condition.

**NOTE Tradespeople** will be trained bi-annually by EH&S staff on the causes and symptoms of animal (rodent) allergies. Tradespeople, IACUC non-scientists and community members, groups, visitors, UCSC police, facilities departments, administrators will be given Rodent Allergies Handout—facility managers will post and disseminate the handout. These personnel will also be advised of the option to enroll in OHSS and supervisor will manage.

**IACUC non-scientists and community members** will be informed of their option to opt into OHSS. ORCA will notify IACUC non-scientists and community members of their option to opt into OHSS and if choose option will create sundry accounts.

The **vivarium's student assistants** will be required to complete OHSS and their supervisor (the Vivarium Manager) will manage.

## V. Training on Reporting Animal Concerns

All PIs must provide their personnel with the link to the UCSC IACUC Reporting Animal Concerns webpage as well as how to report any concerns they may have.

The webpage provides instructions to contact PI first, if possible, or personnel may contact the IACUC office and provide the following details, if possible:

- a) Description of the incident
- b) Whether you witnessed the incident first hand
- c) Location of the incident (building name, room number, name of Principal Investigator if this occurred in a laboratory, etc.
- d) Date of incident
- e) Name(s) of personnel involved in the incident
- f) Whether you have reported this incident to anyone else, and if so, what action was taken

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### **VI. Non-UCSC Personnel**

The principal investigator has the option of having non-affiliates pass CITI training. Non-affiliates are covered under their own institution's occupational medical system, however they may voluntarily enroll in UCSC OHSS. Occupational medical coverage at the participant's home institution is indicated by checking a box in the non-affiliated personnel certification column in section A.3. of UCSC IACUC protocol application and amendment forms.

### **VII. Documentation**

Principal Investigators and the Biomedical Vivarium are responsible for documenting training in their records. The records may be requested by the IACUC, federal agencies, or accrediting agencies.

- a) For Vivarium and Veterinarian training, the Vivarium Manager will retain documents.
- b) For protocol specific training (procedures, housing, feeding, special procedures or surgery, etc.), the PI is responsible for retaining training records.
- c) For CITI animal care and use courses, user should retain a copy for their own records. CITI will have the certificate available online for user to download.
- d) OHSS assessment will be retained in the online system. The user will be prompted to renew in three years. Participants are expected to update their health status as necessary.

### **VIII. References**

[PHS Policy for Humane Care and Use of Laboratory Animals](#), [Guide for the Care and Use of Laboratory Animals](#), [Animal Welfare Act](#), [OLAW FAQs](#)