



Institutional Animal Care and Use Committee

Policy on Vivarium Animal User Training Requirements

Date Reviewed: 7/26/18

GUIDELINE: Institutions must strive through their training programs to sustain an institutional culture of respect for animal life.

SCOPE:

Principal Investigators, graduate students, post-doctoral students, visiting scientists, research technicians and animal care technicians or other animal users who use animals in academic endeavors or through their employment at UCSC are required to follow this policy.

Adequate training is deemed to be training that meets the requirements set by the campus veterinarian and the IACUC

All individuals must complete the appropriate components of the CITI Program training site at <http://www.citiprogram.org/>. Evidence that an equivalent course has been taken elsewhere may exempt the animal user from this requirement.

Hands on training must provide participants with the necessary knowledge base and technical skills to carry out required procedures. The PI is responsible for the conduct within his/her lab. Often the PI, by virtue of long experience, may be able to provide hands on training. The IACUC will oversee the proposed training of individuals during IACUC review.

All animal users must also be aware of the ethical dilemmas and spectra of views related to institutional animal use and exercise their behavior with the proper concern for humane care and treatment of their experimental animals.

SCOPE OF THE TRAINING PROGRAM

All personnel involved in the care and use of animals for research, teaching and testing must possess adequate knowledge of the principles of experimental animal science relevant to their area of work and the technical skills required to humanely carry out the procedures performed.

It is the ultimate responsibility of the Principle Investigator to ensure that all people named on a protocol and working directly with animals have followed this policy and are adequately trained to appropriately and humanely carry out all procedures on the animals in their care.

The UCSC Program contains core components in which all Animal Users must participate as well as non-core components designed for the needs of specific Animal Users. Personnel who do not participate in hands on experimental procedures or who do not enter the animal facility are not required to participate in the practical sections of the training program, but they will still be required to take the on line training.

It is recognized that many animal users will be arriving and departing throughout the year, including visitors and students involved in short term projects. While it may not be possible for such individuals to be fully trained within the scope of this policy, they must receive, at the very



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least, on line CITI-Program training as well as a vivarium orientation training and must work under the direct supervision of someone who has received further training. This also applies to undergraduate students who must be continually directly supervised by someone who has received all necessary training.

The Animal Care Committee may require further training for a person or persons where there are found to be concerns relating to animal care and use.

PROCEDURES

CITI-Program Course

This component consists of text-based information required of all persons working with experimental animals in all disciplines. It is presented in the form of an on-line, self-directed learning course. The basic module is required by all. The other modules are species dependent. There is an examination at the end of each group of modules. Grading of the examinations is done automatically and each individual will be notified immediately of the results. This same information can be accessed by the IACUC

Facility Specific Training

This component consists of vivarium facility orientation for all animal users who will work in the vivarium and is generally administered by the vivarium manager

This training will ensure that all individuals know how to work safely within the vivarium facility, as well as to know how to provide appropriate animal care within the limits of the facility. Appropriate records of this training must be maintained. The PI and staff must keep abreast of any changes in the facility or operations. Any change in the facility must be communicated by the vivarium manager to the PIs. This is commonly done by email.

Animal Specific Training

This component consists of one on one practical training in appropriate techniques. Such training will generally be given by the vivarium manager or the veterinarian. Evaluation will be done by the staff performing the training. Documentation will be in the form of an email to the IACUC.

Laboratory Specific Training

This component consists of the specific training required by individual labs in the specialized techniques required by that laboratory. PIs or approved delegates must provide this training for their staff. Evaluation may be done by either the principle investigator or an approved designate, and documentation of this training must be kept on file by individual investigators and produced on request by the IACUC. Documentation of training should consist of a detailed description of the procedures, preferably in the form of a Standard Operating Procedure (SOP), for each procedure as practiced in the laboratory, with a statement signed by the PI and/or trainer, acknowledging that the trainee was instructed in, and is competent to carry out the procedure, and signed by the trainee acknowledging the details of the training received.



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DOCUMENTATION

Documentation that the CITI-Program course and other required workshops have been successfully completed should be submitted to the IACUC.

The committee may withhold approval of any protocol where lack of adequate training is a concern.