

<b>IACUC Training Requirements</b>		
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### **Purpose**

This document outlines the requirements and responsibilities to ensure that all personnel, including principal investigators (PIs), at SUNY Downstate Health Sciences University who work with animals in research are adequately trained and qualified to ensure humane methods of animal experimentation, proper care and handling of animal species (including euthanasia), and appropriate use of anesthetics, analgesics, and tranquilizers. All animal users, including PIs, must also be enrolled in the occupational health and safety program, complete Collaborative Institutional Training Initiative (CITI) Program modules based on type of research and species, complete DCM hands-on wetlab training, attend the DCM orientation, and complete laboratory safety training on an annual basis. The steps for completion are outlined below in the different road map documents:

1. Addition of New Scientist
2. Addition of Current Animal User

### **Policy**

Meeting the SUNY IACUC training requirements ensures that all research personnel and PIs comply with the regulations related to personnel training as outlined in federal law and below. PIs and personnel must complete all of the following in order to be added to a protocol and these must be done prior to submission of a personnel amendment in order to facilitate approval and decrease turn-around-time. Questions can be submitted to the SUNY Downstate IACUC Office by email, [IACUC@Downstate.edu](mailto:IACUC@Downstate.edu)

### **Background**

The Animal Welfare Act, Animal Welfare Regulations, Public Health Service Policy on Humane Care and Use of Laboratory Animals and, the *Guide for the Care and Use of Laboratory Animals* require all individuals working with animals in research and teaching to be adequately trained and qualified. At SUNY Downstate Health Sciences University, this is the responsibility of the PI; training of research staff and PIs is also an IACUC responsibility and the IACUC provides the appropriate oversight.

### **Responsibilities:**

PIs are responsible for ensuring that all personnel, including themselves, who work with animals, meet the following requirements:

<b>Course/Module Name</b>	<b>Once</b>	<b>Every Year</b>	<b>Every 3 Years</b>
<b>CITI – Basic IACUC Module Course Group 1: Researchers (faculty and lab staff) or CITI – Basic IACUC Module Course Group 6: Students (Working with animals)</b>			<b>X</b>

CITI – Species Specific Course			X
CITI – Aseptic Surgery Module (for personnel performing survival and terminal surgery)			X
DCM Animal Facility Orientation	X		
DCM Hands-on Wet Lab Training (refreshers as needed)	*X	*X	

\*Initial Occupational Health and Safety Assessments are completed in person for all animal users. NHP and Bat users are required to complete in person Occupational Health and Safety Assessment annually. All other animal users are required to complete an emailed Occupational Health Survey annually.

Lab safety, new scientist questionnaire, CITI courses and Occupational Health and Safety Assessment **must** be completed **prior** to obtaining access to the animal facility and participating in DCM hands-on wet lab training.

#### **Online CITI Program Training:**

All research personnel, including PIs, must successfully complete the CITI modules on the CITI website, <https://about.citiprogram.org/en/homepage/>. First time users must register online with CITI Program. All personnel are required to complete every three years:

1. Basic Module for IACUC – Group 1: Researchers (faculty and lab staff) **or**  
Basic Module for IACUC Group 6: Students working with animals
2. Species-specific Modules for which species they are working with
3. Aseptic Surgery Module for all personnel performing survival or terminal surgery

#### **DCM Animal Facility Orientation:**

An orientation to the DCM animal facility is also provided prior to being granted access through swipe access ID cards. Personnel can sign up for a facility orientation by sending a message to [DCM@downstate.edu](mailto:DCM@downstate.edu). Multiple topics are covered during facility orientation, some of which are species-specific. DCM is solely responsible for granting access to the animal facility independent of the IACUC Office.

#### **Hands-on Wet Lab Training:**

The DCM veterinary staff provides hands-on wet lab training for species-specific animal handling and routine animal manipulations and procedures. Occupational health clearance, online laboratory safety training, and online CITI trainings **must** be completed **prior** to attending wet lab training. Wet lab training must be completed for each species used by personnel who are associated with new and 3-year renewal protocols and amendments adding new procedures (e.g., oral gavage, blood collection techniques, surgery).

The training topics include, but is not limited to:

- Anesthesia administration and monitoring
- Post-operative monitoring
- Substance administration techniques

- Blood collection techniques
- Common methods of euthanasia
- Principles of aseptic surgery for protocol personnel who have direct contact with laboratory animals.

Individual or small group hands-on training sessions are tailored to meet individual needs. The IACUC and DCM recognize that many researchers have previously received extensive training and are proficient with the applicable procedures and techniques. In these instances, their training can be streamlined by having individuals demonstrate their proficiency with specific procedures and techniques as a skills assessment during their wetlab training.

Animal users working with animals at Downstate prior to March 2014 are exempt from the hands-on wet lab training for that species, unless a new procedure or technique is added to the protocol for which the user is not proficient. DCM is available to accommodate additional training requests by users at any time. Animal users sign up to schedule species-specific wet-lab courses. For additional questions, personnel should contact the DCM training department by email, [DCM@downstate.edu](mailto:DCM@downstate.edu)

### **Laboratory Safety Training**

All personnel working with animals are also required to complete online Laboratory Safety Training annually. The IACUC requires this for new scientists (included within the [New Scientist Questionnaire](#)), and the Principal Investigator is responsible for ensuring all personnel complete this annually. The laboratory safety training covers a variety of topics, including:

- **Personal Hygiene** – How to reduce the risk of contamination to the person as well as surfaces, other personnel, and other animals
- **Personal Protective Equipment (PPE)** – How to properly select and use personal protective equipment such as gloves, eye wear, lab coats, respirators, etc.
- **Hazardous Agent Use** – Proper Use of Hazardous agents approved by the Institutional Biosafety Committee
- **Other Hazardous Materials** – Information regarding other hazardous substances such as chemicals and radiation used within the work area. This may include the safety data sheets, personal protection and other pertinent safety information
- **Injury and Illness Prevention** – Inform all personnel on the information contained in the Material Safety Data Sheet (MSDS), the evacuation plan, and the availability of pertinent employee health and safety services, etc.
- **Blood-borne Pathogens** – How to take the necessary precautions when working with blood-borne pathogens, and what procedures to follow when possible contamination has occurred

To view the training module, send an email to request a link to [Environmental.Safety@downstate.edu](mailto:Environmental.Safety@downstate.edu). They will receive a personalized link to the EH&S Training platform. A certificate will be awarded upon completion. Please send lab safety certificate or proof of completion to [IACUC@downstate.edu](mailto:IACUC@downstate.edu)

### **Occupational Health and Safety Assessment/Clearance**

The PI is responsible for ensuring that all personnel listed on their protocol who work with live, vertebrate animals participate in the Occupational Health and Safety Program, completing initial and annual health assessments. The [New Scientist Questionnaire](#) captures this assessment for new animal users. Contact Student/Employee Health Services (S/EHS) at 718-270-2018 to schedule an in-person visit. When visiting Student/Employee Health Services (SEHS) at 440 Lenox Road, Apt. 1S, new personnel need to bring these items with them as part of their assessment:

- [SEHS Risk Assessment Form](#) – fillable PDF to complete, print, and bring to SEHS
- Documentation of tuberculosis screening within the past year – if available or not on file with SEHS
- Immunization records for tetanus and measles-mumps-rubella-varicella (MMRV) if available or not on file with SEHS.

Personal health information must not be submitted to the IACUC. SEHS 'medical clearance' can be documented with one of these three formats:

- SEHS physician, nurse, or employee signature on section 7 of the [New Scientist Questionnaire](#)
- [Health Assessment Clearance](#) form **or**
- [Student Registration Clearance](#) form

Initial Occupational Health and Safety Assessments are completed in person for all animal users. NHP and Bat users are required to complete in person Occupational Health and Safety Assessment annually. All other animal users are required to complete an emailed Occupational Health Survey annually.

All NHP and bat users working on an approved IACUC protocol, must maintain their medical clearance throughout the calendar year. Upon renewal of medical clearance, submit documentation in a timely manner to [IACUC@downstate.edu](mailto:IACUC@downstate.edu). Do not send/include personal health information (PHI).

## REFERENCES

- [Animal Welfare Act \(AWA\) and Regulations \(AWR\)](#)
- [Guide for Care and Use of Laboratory Animals \(Guide\)](#)
- [PHS Policy on Humane Care and Use of Laboratory Animals \(PHS Policy\)](#)

OLAW FAQ G1([https://olaw.nih.gov/guidance/faqs#instresp\\_1](https://olaw.nih.gov/guidance/faqs#instresp_1))