

Existing Animal User - IACUC Process Road Map

All of the following items need to be done in order to add an existing animal user to your protocol. Upon receipt of your personnel amendment or protocol, the Institutional Animal Care and Use Committee (IACUC) office will contact you to let you know what specific training items are needed. **Individuals are not permitted to start animal work until all steps have been completed and IACUC approval of the associated personnel amendment or protocol has been received.**

A full description of training requirements and frequency of completion can be found [online](https://research.downstate.edu/iacuc/training.html) (<https://research.downstate.edu/iacuc/training.html>).

Adding an Existing Animal User to Your Protocol

1. Protocol Documentation – one of the following needs to be completed and submitted to IACUC@Downstate.edu. Be sure to review the person's role on your protocol with them and include specific procedure names from the protocol that they will be performing under their 'roles' on the form.
 - a. Submit a personnel amendment form for currently approved protocol
 - b. Include the new scientist on initial or 3-year renewals if being submitted or are currently under review
2. [CITI On-line Training \(www.citiprogram.org\)](http://www.citiprogram.org)
 - a. Basic IACUC Module Course – *if not completed within the past 3 years:*
 - i. Group 1: Researchers (faculty and lab staff) or
 - ii. Group 6: Students working with animals
 - b. Species Specific Course – *if not completed within the past 3 years*
 - c. Aseptic Surgery Module (if performing surgery) – *if not completed within the past 3 years*
3. Completion of On-line Laboratory Safety Training – *if not completed within the past year*
 - a. **Option 1:** If you have a Downstate NetID, [use this website](#)
 - b. **Option 2:** If you do not have Downstate NetID, there are two websites for use: [View Slides](#) and [Complete the Safety Test](#).
4. Completion of hands-on wet lab training – this can only be completed after items 1-3 above are completed. You can register on-line at [LibCal](#). – *if not completed for this species or if previous training did not include procedures being performed under this protocol*
5. Amend any associated IBC protocols if the individual will be involved with use of these agents or animals involved in experiments with these agents.