IACUC Policy # 200: Education and Training for the Humane Care and Use of Animals in Research, Teaching and Testing

The intent of this policy is to describe the requirements for education and training for personnel involved in the care and use of animals for research, teaching and testing at Cornell University.

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1) Policy and Training Requirements

All personnel utilizing and/or handling animals for research, teaching and testing at Cornell University must be adequately trained, educated and/or qualified in the principles of animal science and safety, the specific procedures that they are expected to perform with the species of animals being used, their roles and responsibilities in ensuring the humane care and use of animals, and the ethical principles and University policies and procedures governing the use of animals in research, testing and teaching.

Training requirements for personnel involved in animal care and use are determined by the Institutional Animal Care and Use Committee (IACUC). The IACUC is responsible for ensuring ongoing compliance with those requirements. Cornell Center for Animal Resources and Education (CARE) is responsible for managing the training and education of the animal users.

A. Training Requirements: The training requirements set by the IACUC are based on 1) the procedures the individual will perform, 2) the species that will be used and 3) special considerations related to the role of the person in the animal care and use program. All personnel working with animals must ordinarily complete the assigned mandatory training before they can begin work with animals.

1. Personnel named on IACUC protocols: All personnel named on an animal use protocol must complete the assigned training prior to protocol approval.
   - Introductory Module 1 Series assigned as required: “Introduction to the Care and Use of Research Animals” is an online module which covers essential information related to animal care and use policies
and procedures. Module 1 exists in three versions, i.e. Module 1A, 1B and 1C each of which is specific to
the type of animal work that will be conducted.
(a) Module 1A- Agricultural Research
(b) Module 1B- Biomedical Research and Teaching
(c) Module 1C- Wildlife/Field Studies
- **Animal Allergy course:** Online module from the AALAS Learning Library (ALL)
- **Module 2 Facility-specific training:** is given by the facility manager before facility access is granted.
- **Module 3 Species-specific training:** (e.g. online Modules from the ALL and/or hands-on training) is
determined by the procedures listed on the IACUC protocol and is assigned by CARE. See Appendix 1.
- **Module 4 Procedure-specific hands-on training:** (e.g. surgical techniques) is determined by the
procedures listed on the IACUC protocol and is assigned by CARE. See Appendix 1.

2. **Undergraduate and post-graduate students:** At the beginning of an introductory course involving the use
of animals, information on the care and use of animals is provided by a CARE veterinarian and/or the
Biosafety Officer. In cases where this is not possible, this information is made available to the course
professor for distribution to the students. Topics covered may include:
- IACUC review and approval of procedures involving animal use for research, teaching and testing
- The regulations that apply to animals used in research and teaching
- The role of the IACUC
- Occupational Health and Safety:
  (a) Information about Cornell’s Animal User Health and Safety Program (AUHSP)
  (b) Physical, chemical and protocol related hazards
  (c) Allergens
  (d) Zoonoses
- Procedures for reporting concerns related to the care and use of animals (i.e., the Cornell University
Whistle Blower Policy).

3. **IACUC members**
- IACUC members must complete all Module 1 courses (1A, 1B and 1C), the ABSL-2 Training for Rodent
Users course, and the Animal Allergies course on the ALL once. Module 1 recertification will ordinarily
be required only for personnel listed on protocols.
- IACUC members are provided information on applicable Federal regulations, policy guidelines and
University and IACUC policies and procedures.
- New IACUC members meet with the IACUC Chair, IACUC staff, the Attending Veterinarian and others
if required, to learn about the related regulatory requirements and University and IACUC policies, the
role of the IACUC, their responsibilities as IACUC members, and tactical information on how to perform
the functions required of them as IACUC members.
- Members are encouraged to attend related training and information seminars and courses offered by
National Association for Biomedical Research (NABR), Scientists Center for Animal Welfare (SCAW)
or other reputable organizations and regulatory agencies.
- Continuing education on relevant topics (e.g., new or updated regulatory requirements and guidance,
contemporary issues in animal care and use) is provided at IACUC meetings or otherwise distributed to
the members.
4. **Animal Care Staff (including undergraduate or graduate students performing animal care duties):** are required to complete training before they can start work with live animals. The facility manager in cooperation with the CARE training staff is responsible for assigning, monitoring and documenting completion of training for animal care staff.
   - Module 1 requirements must be completed, either on-line or in a presentation given by the Training Supervisor or designee.
   - Online Animal Allergies course on ALL.
   - Additional relevant training (e.g. ALL courses) as assigned by CARE.

5. **Maintenance and Custodial Workers**
   - The manager of the facility is responsible for meeting with maintenance or custodial workers and providing them with necessary information on circulation of people and equipment, personal protective equipment, and any other issues of importance related to the facility. The facility manager is responsible for documenting this training and making the information available to the CARE training coordinator.
   - Untrained workers must always be accompanied by an animal facility employee, research staff and/or departmental staff responsible for the management of that space and of the animal use in that space.

6. **All Visitors**
   - The Principal Investigator (PI) or his/her designee must inform the manager of the facility before bringing visitors into the facility. The facility manager, in consultation with the PI or designee, will determine the training required and communicate the requirements to the PI and the visitor. The PI is responsible for ensuring that the visitor completes the assigned training.
   - Visitors must always be accompanied by an animal facility employee, research staff and/or departmental staff responsible for the management of that space and of the animal use in that space.

B. **Occupational Health and Safety training:** Training on the use of hazardous agents such as blood borne pathogens and Animal Biosafety Level 2 (ABSL2) or ABSL3 practices are assigned based the activities and agents listed on the IACUC protocol. The Institutional Biosafety Officer is responsible for assigning this training.

C. **Recertification:** Unless specified otherwise, online Module 1 training is valid for 5 years. The IACUC may require recertification, new training or supplemental training to convey new or updated information on the humane treatment of animals, regulatory requirements or University policies. In addition, the IACUC may require supplemental training during the resolution of a particular incident or adverse event.

D. **Exemption from training:** Exemptions are granted only under special circumstances. To request an exemption, individuals must complete the Training Registration/Exemption Form on the CARE website (**www.research.cornell.edu/care**) and submit it to the CARE Training Coordinators (**cmp15@cornell.edu**; **dem23@cornell.edu**). The following information must be included in the exemption request:
   1. The reason for requesting an exemption
   2. A list of relevant training previously completed by the individual
   3. In some cases, confirmation of the need for the exemption by the PI may be requested.

The CARE training program supervisor determines whether the exemption is granted based on either 1) the assessment of prior training documentation OR 2) observation and written confirmation of proficiency in those techniques applicable to the exemption request. The IACUC Chair or designee, in consultation with the CARE
training program supervisor, makes the final decision on exemption requests for individuals listed on an animal use protocols.

Note: Those individuals listed on protocols approved prior to June 2011, are automatically exempted from the new training requirements as long as the following criteria are met:

1. Procedures are performed in a manner that is consistent with the new training requirements
2. No new species have been added to the protocol
3. The procedures are consistent with those set by Environmental Health and Safety/Occupational Health and Safety

2) Procedures & Documentation:
   A. All new animal users should complete an initial Training Registration/Exemption form located on the CARE website http://www.research.cornell.edu/care/ or available by request from the CARE Training Coordinators (cmp15@cornell.edu; dem23@cornell.edu).
   B. Online Courses are offered through the AALAS Learning Library (ALL). Cornell users can access the training at any time using their Cornell Net ID. Other than the courses assigned by the IACUC, trainees can take any of the courses offered at ALL, free of charge. Information on how to access the training and instructions and other information related to training can be found at: http://www.iacuc.cornell.edu/training/
   C. For personnel named on IACUC protocols, training requirements and procedures for completion of training are communicated to the PI via an electronic protocol management system (eSirius), as part of the protocol pre-review process.
   D. For individuals not on protocols, training requirements are communicated by the individual’s supervisor or facility manager and documented by CARE and the responsible individual.
   E. Training records for individuals named on protocols are maintained in eSirius. Training records for IACUC members are maintained in the IACUC office. Training records for non-protocol animal users or visitors are maintained by the CARE Training Coordinator.
   F. Documentation of exemptions: All exemptions from training granted after June 2011 are documented in the individual’s training record in eSirius. For individuals who were approved on protocols prior to June 2011 and for those whom exemptions were automatically granted, the exemptions need not be documented in eSirius.

3) Regulatory Mandates and Guidelines
   A. Public Health Service (PHS) policy (IV, C, 1, f): IACUC shall determine that “Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in these procedures.”
   B. United States Department of Agriculture (USDA) Animal Welfare Act Regulations and Standards (9 CFR, 2.32). “Training and instruction of personnel is to include guidance in at least the following areas:

1. Humane methods of animal maintenance and experimentation, including:
   - The basic needs of each species of animal
   - Proper handling and care for the various species of animals used by the facility
   - Proper pre-procedural and post-procedural care of animals
   - Aseptic surgical methods and procedures
2. The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress

3. Proper use of pain relieving drugs for any species of animals used by the facility

4. Methods whereby deficiencies in animal care and treatment are reported whether from an employee of the facility or the public. No facility employee, IACUC member, or laboratory personnel are to be discriminated against or subject to reprisal for reporting violations.

5. Utilization of services, such as National Agricultural Library, Animal Welfare Information Center, National Library of Medicine, available to provide information:
   - On appropriate methods of animal care and use
   - On alternatives to the use of live animals in research
   - That could prevent unintended and unnecessary duplication of research involving animals
   - Regarding the intent and requirements of the Act

4) Appendix 1

**Training Requirements for Individuals Working with Rodents**

**Basic Training:** Individuals who work with rodents will be assigned the following courses based on the species with which the individual is working:

- Working with the Laboratory Mouse (online on ALL)
- Introduction to Hamsters (online on ALL)
- Working with the Laboratory Rat (online on ALL)
- Lab Animal Allergy course
- Module 3 Introduction to Rodents class- Hands on class provided as a wet lab taught by CARE training personnel (Note: Attendance in this class requires the participant to have prior AUHSP clearance or completion of the Lab Animal Allergy course on the ALL).

**Surgical Training:** Additional courses are assigned to individuals performing survival surgeries on rodents:

- Aseptic Technique for Rodent Survival Surgery (online on ALL)
- Post Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress (online on ALL)
- Inhalation Anesthesia Systems for Rodents Lessons for individuals using gas anesthesia for surgical procedures

**Breeding Training:** An additional course is assigned to individuals that maintain rodent breeding colonies.

- Mouse Breeding Colony Management (online on ALL)

**Training Requirements for Users of Other Species**

Individuals working with **zebra fish** are assigned the online module: Working with the Laboratory Zebra Fish Other species specific training is assigned on a case by case basis, and may include online or hands-on sessions.

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