IACUC Policy 200: Education and Training for the humane care and use of animals in research, training 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 and teaching at Cornell University.

TABLE OF CONTENTS

1. Policy & Training Requirements
   a. Training requirements
   b. Occupational Health and Safety related training
   c. Recertification
   d. Exemptions from training
2. Procedures and Documentation
3. Regulatory Mandates and Guidelines
4. Appendix 1- Courses required for users of Rodent and other species

1. Policy and Training Requirements

All personnel utilizing and/or handling animals for research and teaching at Cornell University must be adequately trained, educated and qualified in the principles of laboratory animal science and lab 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.
i. **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 (online) assigned as required:** “Introduction to the Care and Use of Research Animals” is an online module from the AALAS Learning Library (ALL) 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.

- Module 1A- Agricultural Research
- Module 1B- Biomedical Research and Teaching
- Module 1C- Wildlife/Field Studies

**Module 2 (Facility specific training):** is given by the facility manager before giving access to a facility.

**Module 3 Species-specific training:** is assigned by CARE as required (e.g. online Modules on ALL and/or hands-on training). 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.

ii. **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 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:
  - Information about Cornell’s Animal User Health and Safety Program (AUHSP)
  - Physical, chemical and protocol related hazards
  - Allergens
  - Zoonoses
- Mechanism to direct concerns on the care and use of animals.

iii. **IACUC members**

- IACUC members must complete all Module 1 courses (1A, 1B and 1C) and the course on Animal Allergies on ALL.
- IACUC members are provided copies of or 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 or by regulatory agencies.
- Continuing education on relevant topics such as new or updated regulatory requirements and guidance, contemporary issues in animal care and use, etc. is provided at IACUC meetings or otherwise distributed to the members.

iv. Animal Care Staff (including undergraduate or graduate students performing animal care duties): are required to complete training requirements before they can start work with live animals. The facility manager is responsible for assigning, monitoring and documenting completion of training for animal care staff.

- Module 1 (the relevant module/s) 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.

v. 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.

vi. 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: In addition to training related to the care and use of animals and animal allergies, training related to the use of hazardous agents such as Blood Borne Pathogens, ABSL2 (Animal BioSafety Level 2) or BSL3 training may be assigned if the animal work involves working in such conditions. The Institutional BioSafety Officer and/or the Institutional Biosafety Committee are responsible for assigning this training.

c. Recertification: Unless specified otherwise, online Module 1 training is valid for 5 years. However, in cases where there may be significant new or updated information that has an impact on the humane treatment of animals, regulatory requirements or University policies, or if the IACUC believes that an
animal user needs re-training, the IACUC may require recertification of other training or require new, supplemental training as appropriate.

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 Coordinator (cmp15@cornell.edu). The following information must be included in the exemption request:
- The reason for requesting an exemption
- A list of relevant training previously completed by the individual
- A signature by the PI and/or the supervisor of the individual requesting the exemption

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 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:

- Procedures are performed in a manner that is consistent with the new training requirements
- No new species have been added to the protocol
- 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/](http://www.research.cornell.edu/care/).

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, learners can take any of the courses offered at ALL, free of charge. To access the training and for instructions and other information related to training, go to [http://www.iacuc.cornell.edu/training/](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 Jun 2011 and for 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). The research facility must ensure:

i. Humane methods of animal maintenance and experimentation, including:
   - provision of 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

ii. The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress

iii. Proper use of anesthetics, analgesics, and tranquilizers for any species of animals used by the facility

iv. Methods whereby deficiencies in animal care and treatment are reported, including deficiencies in animal care and treatment reported by any employee of the facility. No facility employee, Committee member, or laboratory personnel shall be discriminated against or be subject to any reprisal for reporting violations of any regulation or standards under the Act; and

v. Utilization of services (e.g., National Agricultural Library, 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

Approved by the IACUC October 21, 2010; Revised September 2011
Appendix 1

Training Requirements for Rodent users

Basic: All rodent users 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)
- Introduction to Rats (online on ALL)
- Module 3 Basic Rodent 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 Animal Allergy course on ALL).
- Animal Allergy course (online on ALL)

Surgical Suite: additional courses assigned to rodent users performing surgeries

- 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

Breeding- additional course assigned to Rodent users involved with breeding protocols

- Mouse Breeding Colony Management (online on ALL)

Training Requirements for Users of Other Species

All zebra fish users will be assigned: Working with the Laboratory Zebra Fish (online)

Animal Allergy course and other species specific training including online training (ALL) and hands-on (individual or small group) training will be assigned on a case by case basis.