

WEB-BASED TRAINING FOR ANIMAL RESEARCH PERSONNEL

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Category: IACUC Policies and Procedures

Policy

This policy outlines the basic online training requirements for personnel involved in animal use research at Thomas Jefferson University (TJU), the regulations governing TJU's responsibility for training of personnel involved in animal use research, the role of the Institutional Animal Care and Use Committee (IACUC) in addressing the training requirement, and the responsibilities of individual Principal Investigators and other Support Personnel to complete the training requirements.

Purpose

The goal of this policy is to increase the research community's awareness of the role and composition of the Institutional Animal Care and Use Committee (IACUC) and to provide basic training for the use of common research animals per the guidelines of the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC-I).

Authority

Institutional training of animal use research personnel is required by the Act of August 24, 1966 (Pub. L. 89-544) (commonly known as the Laboratory Animal Welfare Act), 7 U.S.C. §§ 2131 to 2156, as amended (the "Act"), and the regulations at 9 CFR, Chapter 1, Subchapter A - Animal Welfare, and the guidelines of the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC-I) as well as the U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training (VIII).

Scope

This policy applies to Principal Investigators and all other Support Personnel who conduct animal use experiments at TJU.

Procedure

All Principal Investigators and Support Personnel conducting animal use experiments must complete online training courses found at the AALAS Learning Library Website: <https://www.aalaslearninglibrary.org>, and submit Certification(s) of Completion to the IACUC Office. All courses referred to in this policy are available on this website.

Follow the step by step instructions to access the online training.

1. Please go to <http://www.aalaslearninglibrary.org/>
2. **Existing Users** - enter in your user name and password and continue to instruction 8.
3. **New Users** - On the home page, click "Enroll Now".
4. Select **Myself (I am purchasing an individual account or using an Access Code to join a group.)**
5. Enter access code **540ThomasJeffersonUn**
6. Choose a username and password; please keep a record of this login for later use.
7. Enter the contact information requested. Please make sure that your email address is correct.
8. When enrollment is complete, select Animal Care and Use Courses (under the Libraries link at the top of page).
9. Select TJU's Mandatory track (topic) which best matches your course topic. Example: The course "Introduction to Mice" is found in the "Mandatory Courses for Mice and Rat Protocols" track.
10. **Please note:** If in the future you need to be provided with your username and password, please use the "forgot username or password?" link, which is adjacent to the login area. This utility emails you your username and password.

1. All Principal Investigators and Support Personnel must complete the AALAS web training courses as outlined in part 4 below and submit certificates of completion to the IACUC office as a condition for the approval of all Animal Use Protocols and Modifications.

Certificate(s) of Completion can be filed with the IACUC Office without an accompanying AUP or RO-4, but must have a cover letter listing the PI and pertinent protocols to which the Certificate(s) of Completion apply.

2. For New Principal Investigators and Support Personnel joining TJU, or submitting their first Animal Use Protocol

Certificate(s) of Completion for pertinent courses (see below) must be attached to the New Investigator/Training Form (RO-4) or AUP, whichever is submitted first.

3. Refresher Training:

All PI's and support personnel must complete a refresher course every 3 years by taking the following course: "***Refresher: Working with the IACUC (non-VA version).***"

4. Courses

A) Mandatory Courses

1. All PIs and all support personnel **must complete** "***Working With the IACUC (non-VA version).***"

2. All PIs and all support personnel **must complete** the Introduction to Research Animal Methodologies course appropriate for the animal(s) used

in all the AUPs upon which they are listed, unless no course exists for the species being used. i.e. ***“Introduction to Mice”, “Introduction to Rats”, “Introduction to Dogs”, “Introduction to Rabbits”, “Introduction to Swine”***

3. All PIs and all support personnel **must complete** the course ***“AVMA Guidelines for the Euthanasia of Animals: 2013 Edition.”***

4. All PIs and all support personnel **must complete** the course, ***“Pain Recognition and Alleviation in Laboratory Animals.”***

5. All PIs and all support personnel who are listed on protocols **using mice** **must complete** the Mouse Biomethodologies course ***“Working with the Laboratory Mouse.”***

6. All PIs and all support personnel who are listed on protocols **using rats** **must complete** the Rat Biomethodologies course ***“Working with the Laboratory Rat.”***

7. All PIs and all support personnel who are listed on protocols involving survival or non-survival surgery on **mice or rats** must complete the following courses:

- ***Aseptic Rodent Surgery***
- ***Post-Procedure Care of Mice and Rats in Research: Minimizing***
- ***Pain and Distress***
- ***Inhalation Anesthesia Systems for Rodents***
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8. All PIs and all support personnel who are listed on protocols involving the breeding of **mice** must complete the Mouse Biomethodology course ***“Mouse Breeding Colony Management.”***

9. All PIs and all support personnel who are listed on protocols involving the use of **dogs** must complete the following Dog Biomethodology courses:

- ***Working with the Laboratory Dog: The Basics***
- ***Working with the Laboratory Dog: Injections & Blood Collection***
- ***Working with the Laboratory Dog: Venous Catheterization***
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10. All PIs and all support personnel who are listed on protocols **utilizing primates** **must complete** ***“Health Risks and Safety Procedures for Working with Nonhuman Primates.”***

B) Recommended Courses

1. All PIs and all support personnel are strongly encouraged to take the following courses on U.S. Regulations and Guidelines:

- ***Animal Welfare Act Regulations***
- ***Public Health Service Policy on Humane Care & Use of***

Laboratory Animals

- *Guide to the Care & Use of Laboratory Animals*

2. All PIs and all support personnel working with genetically engineered **mice** are encouraged to take the following courses:

- *Genetically Engineered Mice: Historical Perspectives*
- *Genetically Engineered Mice: Evaluating the Phenotype*
- *Genetically Engineered Mice: Transgenesis/Conditional Control Systems*

3. All PIs and all support personnel working with **dogs** are encouraged to take the following courses:

- *Working with the Laboratory Dog: Urinary Catheterization*
- *Working with the Laboratory Dog: Endotracheal Intubation*

C) All Available Courses

Please note that all of the courses in the AALAS training library are available to all users. PIs and support personnel are encouraged to investigate all the courses.

US Regulations and Guidelines

Animal Welfare Act Regulations

Public Health Service Policy on Humane Care & Use of Laboratory Animals

Guide to the Care & Use of Laboratory Animals

Good Laboratory Practice Standards

Euthanasia of Research Animals

IACUC Courses

Working with the IACUC: non-VA version

Introduction to Research Animal Methodologies

Introduction to Mice

Introduction to Rats

Introduction to Rabbits

Introduction to Guinea Pigs

Introduction to Hamsters

Introduction to Gerbils

Introduction to Dogs

Introduction to Cats

Introduction to Nonhuman Primates

Introduction to Amphibians

Anesthesia & Analgesia

Pain Recognition and Alleviation in Laboratory Animals

Post-Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress

Inhalation Anesthesia Systems for Rodents

Occupational Health and Safety

Health Risks and Safety Procedures for Working with Nonhuman Primates

Video: Working Safely with Nonhuman Primates
Mouse Biomethodology
Working with the Laboratory Mouse
Mouse Breeding Colony Management
Genetically Engineered Mice: Historical Perspectives
Genetically Engineered Mice: Evaluating the Phenotype
Genetically Engineered Mice: Transgenesis/Conditional Control Systems
Aseptic Rodent Surgery
Dog Biomethodology
Working with the Laboratory Dog: The Basics
Working with the Laboratory Dog: Venous Catheterization
Working with the Laboratory Dog: Urinary Catheterization
Working with the Laboratory Dog: Endotracheal Intubation
Working with the Laboratory Dog: Injections & Blood Collection

5. Certificates of Completion

A Certificate of Completion can be printed for each course taken. The web program allows Certificate(s) of Completion to be printed at any time, or multiple times, after a course has been successfully completed. The TJU IACUC Office has administrative access to the website and can verify course completion should a certificate become lost. Certificate(s) of Completion are to be filed with the IACUC Office only once. Indicate on subsequent applications, either on the form or in the cover letter, that the training has been completed.

6. Failure to Comply

The submitted Animal Use Protocol (New or Triennial Renewal), or RO-4 will be returned without review, and hence, without approval until pertinent courses are completed. Request for expedited review because of failure to complete training will not be accepted.