



TRAINING REQUIREMENTS FOR PERSONNEL WORKING WITH ANIMALS

Overview/Purpose

This policy provides information about the training requirements that are in place at The Ohio State University to meet applicable regulations and guidelines as it pertains to animal use.

Definitions

CITI Program: The Collaborative Institutional Training Initiative (CITI) is a web-based training program used by many academic institutions, government agencies and commercial organizations in order to meet research regulatory requirements.

Study Team Member: A Study Team Member includes the principal investigator, co-investigators, and key personnel listed on an IACUC protocol. Personnel listed only as an “Additional Contact” are not authorized to conduct any animal work under the protocol and do not have to complete IACUC training requirements.

Training Requirements

1. Completion of the **CITI** Animal Usage Orientation Training (AUOT) course titled “**Working with the IACUC**” and the triannual refresher course are required by study members and animal care personnel involved with animals covered by an OSU protocol used for research, teaching or production purposes. Training will be considered complete when all required modules have been reviewed and all quizzes completed with a cumulative score of 80% or greater. The course includes, but is not limited to, the following topics:
 - Working with the IACUC
 - Federal Mandates
 - Alternatives to Animal Use
 - Avoiding Unnecessary Duplication
 - Personnel Training and Experience
 - Housing Social Animals
 - Endpoint Criteria
 - Euthanasia
 - Reporting Animal Concerns
 - Occupational Health and Safety, including:
 - Using Hazardous/Toxic Agents in Animals
 - Information about Ohio State’s Occupational Health Program
 - Hazard Assessment
 - Signs and Symptoms of Exposure
 - Zoonoses

*The eProtocol system will not allow submission of a protocol or a study team change until everyone listed as a study team member (including PI) completes the AUOT/refresher at least every 3 years. If a training has expired for longer than 365 days, the person will be removed from the protocol and not allowed to work with animals until the training has been completed.

2. **Training and Experience Narrative:** Prior animal experience and training should be described in an individual’s Experience and Training Narrative. If no prior experience, the plan for relevant training

must be included*. (Do not include the AUOT in this narrative) **Note** that the narrative is automatically uploaded into eProtocol and applies to any protocol that the study team member may be listed on.

* **Optional Training Courses:** The training staff of the Office of the Attending Veterinarian provides free techniques courses and wet labs on both a regularly scheduled and/or as-needed basis. Topics covered include working with microisolator caging, general mouse handling, general rodent procedures, rodent survival surgery, etc. Specific training needs are arranged on an individual basis and include items such as stereotaxic surgery techniques. <http://ular.osu.edu/training/animal-handling-and-technique-training/>

3. **ULAR Facility Training:** In order to gain access to ULAR Facilities, the ULAR Introduction to Facility and Rodent Training Course must be taken. Contact ULARtraining@osu.edu to schedule the training.
4. **PI Responsibility:** By submitting protocols and study team changes, the Principal Investigator is providing assurance and taking responsibility that all research staff are appropriately qualified and trained.

Exemptions to OSU training requirements and requirement to be listed as a study team member in a protocol:

- OSU personnel working with animals strictly at an external institution/entity. (Note: training requirements of the external institution/entity would apply)
- Students handling animals as part of an approved University course or Continuing Education (CE) course
- Personnel providing instruction in a course which utilizes animals where the instructor may change frequently. (Note: the instructional IACUC protocol must list the OSU job class (i.e. CVM resident/faculty in Internal Medicine) or professional credentials (Board certified internal medicine doctor).
- Non-OSU personnel who will be providing training for procedures on an OSU IACUC research protocol may submit documentation to the ORRP office from their home IACUC indicating they have completed training and have authorization to work with animals at their home institution/entity. ORRP staff will consult with the OSU Attending Veterinarian or designee prior to authorizing individuals. This approval is limited to personnel who will be at OSU for less than 1 week, and does not require the individual be added to the OSU protocol.

Applicable Regulations

1. Animal Welfare Act Regulations (AWAR, 9 CFR, Chapter 1, Subchapter A) , p. 36
2. Health Research Extension Act of 1985 and Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, p. 5
3. National Research Council *Guide for the Care and Use of Laboratory Animals*, Eighth Edition. National Academy of Sciences, 2011, p. 15
4. AVMA Guidelines for the Euthanasia of Animals, p. 11
5. The Federation of Animal Science Societies *Guide for the Care and Use of Agricultural Animals in Research and Teaching*, p. 3

History of Revisions

027-00 - new policy approved 10/2002

027-01 - revised to provide information for the online course and to describe who is required to complete the course approved 11/16/2012

027-02 – revised to indicate that using the CITI online training program and to provide option for alternative to the online training course. Approved 03/27/2015

027-03 – revised to include information about training narrative and clarify requirements for temporary visitors. Plan of action indicated if expired training not completed within specified time. Approved