

	<p>GUIDE: 6 Quick Steps to Initiate IACUC-Approved Lab Work</p>
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USA personnel working with animals are required to complete training and maintain current certification PRIOR TO working with animals. Graduate students receive basic training in their introductory course which permits observation but not animal handling until further training below is finished.



Listed forms are available on the IACUC Website under the Training Box in the order listed
<http://www.southalabama.edu/researchcompliance/animalcare.html>



TRAINING is completed primarily on-line at <http://www.citiprogram.org/>

- o Returning users contact the IACUC Office for log-in and password.
- o New staff: click on NEW USERS REGISTER HERE to create your own log-in and password.
 Link to a Participating Institution: select USA. Ignore other linkages and click Submit.

The following page(s) request individual information.

- o Learner's Menu Page: double click on "Add a course or update your learner groups" for USA.
- o Completion Report Page: double click on "Update Groups".
- o Select Groups Page: double click on "Continue to Question 1 at this time" at page bottom.
- o Course Enrollment Questions page:
 - Answer Question 1 at the bottom of the page.
 - For "Choose all that apply", select the first option "Working with the IACUC" (required of all animal handlers) and then hit the continue button below it to go to this course.

SPECIES-SPECIFIC TRAINING

- o While online, select additional course(s) for each species that you will work with.
 For example, select "I work with rats" if you will be working with rats.
 - Only individuals that work with mice must view "Training in Basic Biotechnology for Laboratory Mice" CD (available from IACUC Office) and read *CDaddendum* (from IACUC website), recording both actions on the *Training Documentation Form* (from IACUC website).
- o Those that work with rodents must have approved Euthanex/CO₂ training of sopCO₂ (from the IACUC website), documented by DCM staff on *Training Documentation Form*.
- o If the species you will be handling is not listed on citiprogram.org, check with the IACUC Office.



After completing course(s), exam(s) or other training, keep a copy in researcher's lab binder and send a copy of OFF-line materials to the IACUC Office; CITI sends electronic copies to the IACUC Office.

THE OCCUPATIONAL HEALTH PROGRAM (OHP) is a risk assessment plan designed to evaluate an animal user's level of occupational exposure to animals in the workplace and provide follow-up. Specially trained medical staff are available at the Student Health Clinic, so a completed *OHP Enrollment Form* must be sent to the clinic prior to working with animals. Both the staff person and their supervisor must sign and date the form before faxing this form to 414-8227.

STAFF ARE ADDED TO EXISTING ACTIVE IACUC-APPROVED PROTOCOLS when training and OHP requirements are complete and verified. The Principal Investigator completes a *Protocol Amendment Request* using one amendment form per protocol, returned to the IACUC Office, CSAB 140.

STAFF SECURITY CARD is obtained by completing a *Security Access Request* and submitting it to CSAB 269 for card and building and/or vivarium access.

GRANITE ACCESS is granted by returning a completed *Granite Access Request* to the IACUC Office.