

	<p>GUIDE: <b>6 Quick Steps to Initiate IACUC-Approved Lab Work</b></p>
	<p>Author: IACUC Office</p>

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/>

- Returning users click "forgot login information" or contact the IACUC Office for log-in/password.
- 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.

- Learner's Menu Page: double click on "Add a course or update your learner groups" for USA.
- Completion Report Page: double click on "Update Groups".
- Select Groups Page: double click on "Continue to Question 1 at this time" at page bottom.
- 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**

- While online at CITI, select additional course(s) for each species that you will work with, for example, select "working with rats" if you will be handling rats.
- Individuals that work with MICE or RATS must also view the CD "Training in Basic Biotechnology for Laboratory Mice (or Rats)" (available from IACUC Office) and read "CD Addenda" (from IACUC website), recording both actions on the training Record2010 (from IACUC website).
- Those that work with rodents must have approved Euthanex/CO<sub>2</sub> training (using the so<sub>p</sub>CO<sub>2</sub> from the IACUC website), as documented by DCM staff on the training Record2010 form.
- If the species to be handled 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 handler's level of occupational exposure to animals in the workplace and provide follow-up. Specially trained medical staff are available at the USA Urgent Care Clinic on campus, so complete an OHP Enrollment Form and send 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.