

**Education and Training in the Care  
and Use of Laboratory Animals**  
IACUP Policy  
Effective Date: October 2015



**I. Purpose**

This policy is intended to outline the required training for all researchers on protocols involving animal research at UCSF. This policy has been developed to ensure that UCSF complies with the Guide for the Care and Use of Animals, 8th Edition and the Animal Welfare Act and Regulations (9 C.F.R. Chapter 1, Subchapter A).

**II. Regulatory or Accreditation Authority**

*The Guide for the Care and Use of Laboratory Animals, 8th Edition, November 2013. – Aquatic Environment. p. 15. "All personnel involved with the care and use of animals must be adequately educated, trained, and/or qualified in basic principles of laboratory animal science to help ensure high-quality science and animal well-being."*

*9 C.F.R. §2.32, Personnel Qualifications*

**III. Scope**

This policy applies to all scientists, research technicians, animal technicians, and other personnel involved in animal care, treatment, and use at UCSF.

**IV. Policy**

UCSF and the UCSF IACUP require all scientists, research technicians, animal technicians, and other personnel involved in animal care, treatment, and use at UCSF to be trained in the usage of animals. In addition, sufficiently detailed information on the experience and training of each individual involved must be included on the IACUC-approved protocol before any hands-on work may be done.

**A. Responsibility**

It is the Principal Investigator's responsibility to assure that his or her staff are trained and qualified. The IACUP is responsible for the oversight and content of the UCSF Animal Use Training Program. The IACUP training staff conducts and documents training programs that meet federal requirements, and works with Laboratory Animal Resource Center and individual investigators to develop and document their own staff training.

## **B. Implementation and Training Requirements**

The UCSF Animal Care and Use Training Program consists of six components:

<b>Appendix A.</b>	<b>Basic Ethical and Regulatory Requirements online modules</b>
<b>Appendix B.</b>	<b>Species-Specific Training</b>
<b>Appendix C.</b>	<b>Laboratory-provided Training</b>
<b>Appendix D.</b>	<b>Other IACUC-Mandated Training</b>
<b>Appendix E.</b>	<b>Periodic Retraining</b>
<b>Appendix F.</b>	<b>LARC Facility orientation</b>
<b>Appendix G.</b>	<b>Training for UCSF Researchers Providing Their Own Care</b>
<b>Appendix H.</b>	<b>Exemptions</b>

The IACUP staff, in conjunction with various individuals and user groups identified by the IACUP, has developed the content of each module. These programs will be periodically reviewed and updated to reflect any relevant changes in regulatory requirements and/or IACUP policies.

Proximity cards will not be activated nor keys issued for individual access to LARC animal facilities until IACUP-mandated training requirements and a LARC facility orientation have been completed.

## **IACUC Appendices for Education and Training in the Care and Use of Laboratory Animals**

Appendices are provided as IACUC suggestions or recommendations. Deviation from the attached appendices may require IACUC approval.

### **Appendix A: *Basic Regulatory and Ethical Requirements*** **IACUC Approved: July 2008**

The core module, BRER I, is mandatory for all users listed as having animal contact on an active IACUC protocol. It covers

- Ethical and scientific issues related to animal research;
- Laws, regulations, and policies related to animal research;
- Methods whereby animal care and treatment are reported;
- Responsibilities of the IACUC, research and veterinary staff;
- Alternatives to the use of animals and to the procedures planned;
- Pain and discomfort, anesthetics, and analgesics;
- Euthanasia;
- General safety, health and environmental considerations (Zoonoses).

A BRER I test out option is available. If the test-out is passed, you will not have to take the BRER I course. If you fail the test-out, you will have to register for BRER I.

The BRER II module is required for all personnel working with anesthetic agents and/or performing surgery or post-surgical care. A BRER II test out option is also available. If the test-out is passed, you will not have to take the BRER II course. If you fail the test-out, you will have to register for BRER II.

Both modules include tests that must be passed to receive credit for the course.

### **Appendix B: *Species Specific Training*** **IACUC Approved: July 2008**

In addition to the basic training described above, species-specific training is required for all personnel who will be in direct contact with animals, as follows:

- Any new user with less than 12 months of experience in the specific species must attend the appropriate species-specific course(s). *Note that the safety component of sheep and primate species-specific training is UCSF-specific and is required of all new sheep or primate users regardless of prior experience with these species on other campuses.*
- The IACUC will determine during the review process the need for, and extent of, training for others listed on the protocol, and for additional hands-on or similar training (e.g., observation by LARC staff), and include any requirement as a condition of IACUC approval of the protocol.

The specific content and degree of detail will vary depending on the knowledge, previous experience and expertise of the target audience. The modules will contain, as appropriate:

- Selection and procurement of animals;
- Husbandry and care;
- Handling and restraint;
- Anesthesia, analgesia, peri-operative monitoring, medications;
- Survival surgery and post-surgical care;
- Skill-building for selected procedures (hands-on sessions);
- Identification and records;
- Species-specific euthanasia;
- Species-specific safety, health and environmental considerations; and
- Other specific issues as needed.

### **Appendix C: *Laboratory-provided Training***

**IACUC Approved: July 2008**

Individual PIs and/or their designees can apply to the IACUP training staff to conduct and document their own equivalent of the Species-Specific training sessions. For approval, such laboratories/investigators will work with the IACUP to develop the content of the training session and the method for documenting training. IACUP will maintain a database of individuals approved to provide introductory training in PIs' laboratories.

### **Appendix D: Other IACUC Mandated Training**

**IACUC Approved: July 2008**

The IACUC may mandate additional training for individuals or an entire group if:

- During the initial protocol review process, the need for more training is identified.
- The procedures in the protocol are changed or amended substantially enough to warrant additional training (e.g., changing from acute to survival surgery).
- The IACUC identifies violations of the protocol due to lack of understanding of procedures or insufficient training.

### **Appendix E: Periodic Retraining**

**IACUC Approved: July 2008**

All individuals listed on an animal research protocol must undergo periodic retraining as prescribed by the IACUC every three years to retain their privilege to conduct research involving the use of animals. The retraining modules will be designed to address new, or changes in existing, regulatory or policy requirements.

### **Appendix F: LARC Facility Orientation**

**IACUC Approved: July 2008**

For most facilities where animals are housed, new individuals should meet with the relevant LARC area supervisor or principle technician to receive orientation for that particular facility.

### **Appendix G: Training for UCSF Researchers Providing Their Own Care**

## **IACUC Approved: April 2013**

UCSF IACUP requires an in-person training session upon approval of Laboratory Housing and Researcher Care locations. Training is conducted by IACUP staff for all laboratory personnel associated with the project requiring Laboratory Housing (non-LARC space) or Researcher Care (i.e. researcher provides care within LARC space).

Laboratory staff is solely responsible for providing animal care at all times in laboratory housing or research care environments, unless explicit and specific arrangements have been made with LARC. If LARC services are contracted for laboratory housing locations, the lab remains responsible for evaluating daily the health and welfare of lab housed animals.

## **Appendix H: Exemptions**

**IACUC Approved: September 2017**

The IACUC recognizes that UCSF research faculty are often involved in collaborative efforts with other institutions, which may include short-term visitors (a few days to a *maximum of 30 days*), and that at times these visitors may need to participate in a study involving animals. On behalf of the IACUC, the IACUC Director, IACUC Chair, or Attending Veterinarian will grant an exemption to these individuals if:

- The participant has a minimum of one year of prior animal use experience in the species involved.
- The UCSF PI/Co-PI forwards a completed [Request for Exemption from IACUC Training](#) form to IACUC office for review.
- A veterinarian reviews the form and approves the individual's exemption from training.
- The veterinarian informs the PI /Co-PI of training exemption approval.
- The veterinarian forwards a copy of the training exemption approval to the IACUC office to keep in the protocol file.
- The PI/Co-PI briefs the short-term participant in the details of the study and the procedures, and has the participant read and initial the relevant IACUC-approved protocol.
- The PI/Co-PI directly supervises the individual during the study, and this is documented by the PI/Co-PI signing the form and placing it in the PI's central LARC/IACUC Logbook.

## **Appendix I: Additional Info**

**IACUC Approved: July 2008**

***Basic Regulatory and Ethical Requirements.*** Core and Surgery / Anesthesia modules are available on-line through the UC Learning Center.

***Rat and Mouse Basic Introductory Species-Specific*** training can be scheduled through the UC Learning Center.

***Species-Specific Courses*** for all other species and any other IACUC-Mandated Training are scheduled according to demand. Email [traineriacuc@ucsf.edu](mailto:traineriacuc@ucsf.edu) for more information.