# Training Requirements for Exposure to Research Animals

**Policy Approval Date:** 06/07/2021  
**Next Review Date:** 06/07/2024  
**Edited By:** A. Fish  
**Approved By:** IACUC

## Purpose
This document outlines the requirements to ensure that all personnel, including principal investigators (PIs), at SUNY Downstate Health Sciences University who work with live animals, carcasses or work in areas where animals are housed or used, are adequately educated and trained in animal maintenance, experimentation, and the use of research and testing methods that limit the number of animals used, animal pain, and distress. All animal users, including PIs, must also be enrolled in the occupational health and safety program, complete laboratory safety training, complete CITI modules based on type of research and species, complete DCM hands-on wet lab training, and attend the DCM orientation.

## Policy
Meeting the SUNY IACUC training requirements ensures that all workers with exposure to animals at Downstate comply with the regulations related to personnel training as outlined below. PIs and personnel must complete the following, summarized in the table below, in order to be added to a protocol and these must be done prior to submission of a personnel amendment in order to facilitate approval and decrease turn-around-time. Questions can be submitted to the SUNY Downstate IACUC Office by email, [IACUC@Downstate.edu](mailto:IACUC@Downstate.edu).

## Training Requirements Summary:
PIs, supervisors and hosts are responsible for ensuring that all personnel, including themselves, who work with animals, meet the following requirements as outlined in this summary table with frequency and order of completion:

<table>
<thead>
<tr>
<th>Persons with Potential Animal Exposure</th>
<th>IACUC-Approved Animal User</th>
<th>Non IACUC-Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DCM Employees</td>
<td>Downstate Employees (Includes IACUC Staff)</td>
</tr>
<tr>
<td>Occupational Health and Safety Assessment/Clearance¹</td>
<td>Annual</td>
<td>Annual</td>
</tr>
<tr>
<td>Laboratory Safety Training (Initial one time, Refresher Annual)</td>
<td>Annual</td>
<td>Annual</td>
</tr>
<tr>
<td>CITI – Basic IACUC Module Course Group 1: Researchers</td>
<td>3-year</td>
<td>3-year</td>
</tr>
<tr>
<td>CITI – Species Specific Course</td>
<td>3-year</td>
<td></td>
</tr>
<tr>
<td>CITI – Aseptic Surgery Module (for personnel conducting surgery)</td>
<td>3-year</td>
<td></td>
</tr>
</tbody>
</table>

¹ In-person on first examination for all users and ongoing for NHP and bat users and as indicated by the on-line assessment in subsequent years.
**Persons with Potential Animal Exposure**

<table>
<thead>
<tr>
<th>IACUC-Approved Animal User</th>
<th>DCM Employees</th>
<th>Downstate Employees (Includes IACUC Staff)</th>
<th>Escorted Visitors*</th>
<th>Non-Escorted Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCM Hands-on Wet Lab Training</td>
<td>Once</td>
<td>Once</td>
<td>Once</td>
<td>Once</td>
</tr>
<tr>
<td>DCM Animal Facility Orientation</td>
<td>Once</td>
<td>Once</td>
<td>Once</td>
<td>Once</td>
</tr>
<tr>
<td>IACUC Orientation (in-person, non-computer-based class)</td>
<td>Once</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cage Wash Safety</td>
<td>Annual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NHP Safety</td>
<td>Annual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCM Species-Specific Husbandry</td>
<td>Once</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Sign escorted visitor waiver in DCM office regarding exposure to animal dander.*

**Background**

The Animal Welfare Act, Animal Welfare Regulations, Public Health Service Policy on Humane Care and Use of Laboratory Animals and, the *Guide for the Care and Use of Laboratory Animals* require all individuals working with animals in research and teaching to be adequately trained and qualified. In addition, SUNY Downstate is required to establish and maintain an occupational health and safety program as part of its overall Animal Care and Use Program. At SUNY Downstate, this is the responsibility of the PI; training of research staff and is also an IACUC responsibility and the IACUC provides the appropriate oversight.

**Occupational Health and Safety Assessment/Clearance**

Downstate personnel who work with live, vertebrate animals must enroll in the Occupational Health and Safety Program, completing initial and annual health assessments. Personnel working with NHPs and bats are required to do an in-person medical clearance appointment annually. All other users are required to complete an annual occupational health survey; the occ. health survey is sent the animal users by email by the IACUC Office.

1. Visit Student/Employee Health Services (SEHS)
   Bring the following documents to SEHS at 440 Lenox Road, Apt. 1S. Appointments are not available, and sign in on clipboard at front desk. New personnel need to bring these items with them as part of their assessment:
   a. **New Scientist Questionnaire** captures this assessment for new animal users.
   b. **SEHS Risk Assessment Form**, fillable PDF
   c. Documentation of tuberculosis screening within the past year, if available
   d. Immunization records for tetanus and measles-mumps-rubella-varicella (MMRV), if available.

2. SEHS provides personnel with a clearance endorsement in one of three formats:
   a. SEHS physician, nurse, or employee signature on section 7 of the **New Scientist Questionnaire**, 
   b. **Health Assessment Clearance form**, or 
   c. **Student Registration Clearance form**.
Laboratory Safety Training
Personnel who work with animals are also required to complete online Laboratory Safety Training annually. The laboratory safety training video covers a variety of topics, including personal hygiene, personal protective equipment, hazardous agent use, injury and illness prevention and bloodborne pathogens.

If you are new to campus:
1. View video and take quiz at: SUNY Downstate FM&D – Environmental Health & Safety (Downstate NetID required)
2. If you do not have a Downstate NetID, Use this website: Video Course Laboratory Safety Training
3. Submit copies of the lab safety certificate or proof of completion to IACUC@downstate.edu

If you have previously taken the laboratory safety course:
1. Please complete the annual laboratory safety refresher training on the Downstate Blackboard page
2. If you are from outside the organization and do not have a Blackboard account, please contact jonathan.carrelli@downstate.edu for guest access.

Online CITI Program Training
Personnel, including PIs, must complete the CITI (Collaborative Institutional Training Initiative) online modules from the CITI website, https://about.citiprogram.org/en/homepage/. First time users must register online with CITI, and Downstate personnel are required to complete every three years:

1. Basic Module for IACUC – Group 1: Researchers (faculty and lab staff), or
2. Species-specific Modules for which species they are working with, and
3. Aseptic Surgery Module for personnel performing survival or terminal surgery

Hands-on Wet Lab Training:
The IACUC and DCM recognize that many researchers have previously received extensive training and are proficient with the applicable general handling, physical restraint, fluid administration or fluid withdrawal procedures and principles of aseptic surgery techniques. In these instances, their training can be streamlined by having individuals demonstrate their proficiency with specific procedures and techniques as a skills assessment during their wet lab training.

Wet lab training must be completed for each species used by personnel included as part of an IACUC protocol. As new procedures are added by amendment, training on those new procedures are required. (e.g., oral gavage, blood collection techniques, surgery). The DCM veterinary staff provides hands-on wet lab training for species-specific animal handling and routine animal manipulations and procedures. Occupational health clearance, online laboratory safety training, and online CITI trainings need to be completed prior to attending wet lab training.

1. Animal users can email DCM-Training@downstate.edu to schedule the species-specific wet lab training.

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2 Personnel working with animals at Downstate prior to March 2014 are exempt from the hands-on wet lab training for that species unless a new procedure or technique is added to the protocol. DCM is available to accommodate additional training requests by users at any time.
2. DCM uploads the certificate into the individual’s database profile.

**DCM Animal Facility Orientation:**
An orientation to the DCM animal facility is required prior to being granted access through swipe access ID cards. Multiple topics are covered during facility orientation, some of which are species-specific.

1. Schedule a facility orientation at: DCM-Training@downstate.edu
2. DCM uploads the certificate into the individual’s database profile.

**Investigator-based Hands-on Wet Lab Training**
The PI is also responsible for ensuring that all personnel are trained and proficient with animal care and use procedures described in the protocol. The PI or an experienced staff member must train others on protocol-specific procedures and techniques directly related to the scientific study. Documentation of this training must be kept in a training notebook that includes trainer, trainee, date and technique.

This documentation includes but is not be limited to the following:
- Protocol Specific Procedures & Techniques – Any protocol specific procedures or techniques, such as surgical procedures, behavioral procedures, perfusion techniques, and other procedures not covered by DCM hands-on wet lab training.
- Special Provisions for Animal Care and Husbandry – Knowledge of procedures necessary for animal care and special husbandry requirements performed (e.g., provision of special diet, medicated water).

**REFERENCES**
- Animal Welfare Act (AWA) and Regulations (AWR)
- Guide for Care and Use of Laboratory Animals (Guide)
- PHS Policy on Humane Care and Use of Laboratory Animals (PHS Policy)
OLAW FAQ G1 (https://olaw.nih.gov/guidance/faqs#instresp_1)