

IACUC Guidelines for Training and Occupational Health and Safety Programs at UWM

Last Review: 10/22

Revision History: 10/22

Definitions:

“Animal Users” include:

- Animal care staff/personnel responsible for routine animal care, including supervisors, managers and technicians
- Faculty, staff and students involved in vertebrate animal-based research, teaching or outreach

ALL UWM Animal Users as Defined Above

I. Orientation Component

A. Initial Requirement

1. Attend the UWM Orientation with the Veterinarian or Lab Manager
2. Pass the Certification Exam associated with the training manual, “Guide to the Responsible Care and Use of Animals in Teaching and Research at the University of Wisconsin-Milwaukee
3. View Bio-methodology DVDs appropriate to species used or complete the CITI training:
 - Training in Basic Bio-methodology for Lab Rats
 - Training in Basic Bio-methodology for Lab Mice
 - CITI training modules
 - Birds
 - Wildlife

- Zebrafish
 - Fish
 - Amphibians
4. Complete Facilities training if working in ARC facilities
 5. Complete hands-on training class if working with rodents
 6. Complete hands –on training with PI if working with species other than rodents
 7. PI or their qualified designee will complete the “Training Log for Lab Animal Procedures” as personnel in their lab demonstrate proficiency at techniques learned. The IACUC will review the logs during semi-annual inspections.

II. Occupational Health and Safety Component

A. Initial Requirement

1. Mandatory enrollment in the Occupational Health and Safety Program by completing the “Animal Care Program Occupational Health Questionnaire”
2. Review the Occupational Health Program for Personnel with Laboratory Animal Contact brochure and the Laboratory Animal Allergies brochure if appropriate.

Note: Custodial staff working in the ARC are required to complete this component

III. Continuing Education Component

A. CE Annual Requirement

1. The IACUC has provided a list of topics for annual continuing education. This may include:
 - Complete a CITI training module with a passing score on the associated exam; once a module is completed it cannot be used to meet this requirement for 3 years
 - Attend the annual training meeting for the IACUC
 - Attend an outside conference/seminar webinar with topics applicable to animal research at UWM (subject to approval)

- View on-line webinars

B. Occupational Health and Safety Annual Requirement

1. Complete the Occupational Health and Safety Refresher training annually
2. Voluntary completion of the “Animal Care Program Occupational Health Questionnaire Follow-Up”. Must choose to “opt in or out”.

Visitors to the University (e.g. visiting scientists, investigators, faculty or students) who will handle vertebrate animals at UWM

I. Orientation Component

A. Initial Requirement

1. Attend the UWM Orientation with the Veterinarian or Lab Manager
2. Provide proof of completed training from the Visitor’s Institution within the past 3 years.
3. Complete all the steps for animal users at UWM if the person has had no previous training, or training has been greater than 5 years prior or they are working with a new species
4. Complete Facilities training if working in ARC facilities.

II. Occupational Health and Safety Component

A. Initial Requirement

1. Mandatory enrollment in the Occupational Health and Safety Program by completing the “Animal Care Program Occupational Health Questionnaire”
2. Review the Occupational Health Program for Personnel with Laboratory Animal Contact brochure and the Laboratory Animal Allergies brochure if appropriate.

III. Continuing Education Component

A. CE Annual Requirement

1. Complete CE by following steps for animal users at UWM OR provide documentation of CE at home Institution

B. Occupational Health and Safety Annual Requirement

1. Complete the Occupational Health and Safety Refresher training annually
2. Voluntary completion of the “Animal Care Program Occupational Health Questionnaire Follow-Up”. Must choose to “opt in or out”.

Visitors to the University (e.g. visiting scientists, investigators, faculty or students) who will not handle vertebrate animals and will work under the direct supervision of an animal user as defined above who has been trained according to above procedures) for a limited time period (less than 30 days) or the following for Occupational Health Program purposes: Individuals brought through the animal facility by a PI or ARC staff member for pre-employment tours, laboratory tours or any other brief accompanied visit during which they will have minimal or no contact with animals

I. Orientation Component

A. Initial Requirement

1. Orientation training is not required as long as the visitor will be at UWM for less than 30 days. If the visitor is here longer they will be required to undergo training as listed for visitors who will handle animals.

II. Occupational Health and Safety Component

A. Initial requirement:

1. Complete the “Occupational Health Program for Visitors Requesting Access to the Animal Resource Center” form if here for less than 30 days.
2. Mandatory enrollment in the Occupational Health and Safety Program by completing the “Animal Care Program Occupational Health Questionnaire” if here for more than 30 days.

III. Continuing Education Component

A. CE Annual Requirement

1. Annual CE training required if here longer than one year as described for all animal users at UWM.

B. Occupational Health and Safety Annual Requirement

1. Complete the Occupational Health and Safety Refresher training annually
2. Voluntary completion of the “Animal Care Program Occupational Health Questionnaire Follow-Up”. Must choose to “opt in or out”.

Non-UWM personnel who teach field courses or conduct observational field research/volunteer field work on UWM or Non-UWM property

I. Orientation Component

A. Initial Requirement

1. Review the long version of the "Use of Live Animals in Teaching Classes and Observational Field Studies" and complete the on-line exam associated with it.

II. Occupational Health and Safety Component

A. Initial Requirement

1. Review the Occupational Health Program for Personnel with Laboratory Animal Contact brochure and the Laboratory Animal Allergies brochure if appropriate.
2. Review all Field Safety Guidelines.

III. Continuing Education Component

A. Annual Requirement

1. Annual CE training required if here longer than one year as described for all animal users at UWM.

B. Occupational Health and Safety Requirement

1. Complete the Occupational Health and Safety Refresher training annually

Students who come into contact with animals as part of an instructional activity

I. Orientation Component

A. Initial Requirement

1. Review short version of the "Use of Live Animals in Teaching Classes and Observational Field Studies". This should be incorporated into the class syllabus.

II. Occupational Health and Safety Component

A. Initial Requirement

1. Instructor will review occupational health concerns with the students and refer them to the appropriate information on the Animal Care Program web pages.

III. Continuing Education Component

A. Annual Requirement

1. Not applicable

Survival and Non-Survival Surgery Training

I. Orientation Component

A. Initial Requirement

1. Meet with veterinarian to review aseptic procedures, anesthesia, analgesia, suturing, etc.
2. View the cd entitled, “Training in Survival Rodent Surgery”.
3. Learn to use isoflurane vaporizer if appropriate.
4. PI or their designee will train the specifics of the surgery. The “Certification for Staff Training for Surgery” sheet must be completed and sent to the animal care program personnel.

II. Continuing Education Component

A. Annual Requirement

1. As listed above for all animal users.

IACUC Members

I. Orientation Component

A. Initial Requirement

1. Attend the UWM Orientation with the Veterinarian or Lab Manager
2. Pass the Certification Exam associated with the training manual, “Guide to the Responsible Care and Use of Animals in Teaching and Research at the University of Wisconsin-Milwaukee”
3. Each member will be provided with instructions on how to receive a copy of the following items electronically:

The PHS Policy on Humane Care and Use of Animals

- The NRC Guide for the Care and Use of Laboratory Animals
 - The ARENA/OLAW IACUC Guidebook
 - The current AVMA Guidelines on Euthanasia
 - A copy of the Assurance with OLAW
4. Complete the “Essentials for IACUC Members” course on CITI.

II. Occupational Health and Safety Component

A. Initial Requirement

1. Mandatory enrollment in the Occupational Health and Safety Program by completing the “Animal Care Program Occupational Health Questionnaire”.
1. Review the Occupational Health Program for Personnel with Laboratory Animal Contact brochure and the Laboratory Animal Allergies brochure if appropriate.

III. Continuing Education Component

A. CE Annual Requirement

1. The IACUC will meet annually for scheduled training that will review the OLAW training tutorial or the “Essentials for IACUC Members” or other pertinent training. The animal care program personnel will document this training.
2. There will be a training item on each agenda for IACUC meetings.
3. Members are required to review the OLAW website annually.
4. Attendance at OLAW, PRIMR or other similar meetings may be substituted for the scheduled annual training.

B. Occupational Health and Safety Annual Requirement

1. Complete the Occupational Health and Safety Refresher training annually
2. Voluntary completion of the “Animal Care Program Occupational Health Questionnaire Follow-Up”. Must choose to “opt in or out”.

ARC Staff Members

I. Orientation

A. Initial Requirement

1. Same as stated above under All UWM animal users
2. Review and sign off on student employment manual

II. Occupational Health and Safety Component

A. Initial Requirement

1. Same as stated above under All UWM animal user
2. Complete Hazards Communication on-line training

III. Continuing Education Component

A. Annual Training

1. Same as stated above under All UWM animal users
2. Attend ARC Staff Meetings

Failure to Comply

I. Handling Animals Without Appropriate Initial Training

- A. NON-Compliance with protocol
- B. Protocol suspension
- C. Reportable to OLAW/AAALAC International

II. Failure to Complete Continuing Education Requirements

- A. PI will not be able to submit new protocols
- B. Annual renewals will be suspended until the training is complete for the PI and all personnel listed on the protocol.