Personnel

Item 1 - Training Requirements

It is **mandatory** for all personnel (including Principal Investigators) to have participated in a training session covering laws and regulations pertaining to animal care and use and to complete species-specific educational training through the *Collaborative Institutional Training Initiative* (CITI)[1], hosted by the University of Miami. All new employees with anticipated animal contact must be listed on the protocol.

In addition, SUNY Upstate Medical University's Research Integrity Office requires research ethics education for all basic science & clinical investigators (including faculty, postdoctoral fellows/associates, clinical residents/fellows, students, lab staff, research nurses, clinical research associates and individuals from affiliated Universities participating in SUNY Upstate research projects). Completion of the CITI Responsible Conduct of Research Course (RCR) is required. Recertification in the RCR Refresher Course is required every 4 years.

[1]Proof of completion of comparable training may satisfy this requirement

Important

- **Individuals will not be added to a protocol and will not be cleared to train/work with animals in research** until ALL required actions are complete.
- Previous experience and/or training in the care and use of animals in research received elsewhere may be accepted if supporting documentation is provided. Please contact the IACUC office for guidance.
- If you do not yet have a SUNY ID Badge, use '1234' to register with CITI.
- If CITI will not accept your email address, use iacuc@upstate.edu
- IACUC office has access to all CITI completion reports; personnel do not need to provide copies.

Actions Required by New Personnel

1. Complete all required training, as noted below.
2. Read the IACUC policy: Occupational Health Policy for Individuals with Animal Contact which provides species-specific zoonotic information.
3. File an Occupational Health Assessment form with the Employee Health office, as noted on form. **DUE to HIPPA regulations, do not submit this form to the IACUC office.**
4. Email a completed Training Summary Form to the IACUC Office.

Aseptic Rodent Survival Surgery

Personnel who have no prior experience performing aseptic rodent survival surgery **must** complete the **CITI *Aseptic Surgery* course,** as noted below **and** view the video that demonstrates proper aseptic surgical techniques.

> Pritchett-Corning, K. R., Mulder, G. B., Luo, Y., White, W. J. Principles of Rodent Surgery for the New Surgeon. *J. Vis. Exp.* (47), e2586, doi:10.3791/2586 (2011).

Personnel may also be required, at the discretion of the animal care director, to complete a hands-on training session. Individuals who will be performing survival surgeries on other species should contact the DLAR staff (464-6563) for assistance and are also encouraged to view the video reference above.

CITI Online Training

The required courses are available on the [CITI website](#) and are highlighted in the example below:

Question 2

The CITI Lab Animal Welfare Course

All individuals (including the principal investigator) working with animals in research must complete the Investigators, Staff and Students, Basic Course.

IACUC members must complete the IACUC Chair, Member and Coordinators, Basic Course.
Choose all that apply

- ☐ IACUC Chair, Member and Coordinators, Basic Course
- ☑ Investigators, Staff and Students, Basic Course

In addition, investigators, staff or students working with animals in research must complete a course for each species of animal with which s/he will be working. Individuals who will perform aseptic rodent survival surgery, but have no previous experience/training, must complete the Aseptic Surgery course.

CHOOSE ALL THAT APPLY

- ☐ **Aseptic Surgery**
- ☐ **Cats**
- ☐ **Dogs**
- ☐ **Frogs, toads or other amphibians.**
- ☐ **Gerbils**
- ☐ **Guinea Pigs**
- ☐ **Hamsters**
- ☐ **Mice**
- ☐ **Non-human primates (NHP)**
- ☐ **Rabbits**
- ☐ **Rats**
- ☐ **Swine**
- ☐ **Zebra Fish**

Question 3

Responsible Conduct of Research
If you need to take the Responsible Conduct of Research (RCR) course, please select "Enroll me in RCR" below.
Choose one answer

- ⦿ Enroll me in RCR
- ○ Enroll me in RCR **Refresher**

Adopted: 3/29/1999
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