

| <b>Institutional Animal Care &amp; Use Program - UTEP</b>             |   |
|---|---|
| <b>Title:</b> Training Requirements for Research Personnel            |   |
| <b>Policy#:</b> 026   | <b>Date in Effect:</b> 16 December 2024 |
| <b>Version #:</b> A   | <b>Rev Date:</b>                        |
| <b>In Effect</b> <input checked="" type="checkbox"/> <b>Rescinded</b> | <b>Date Rescinded:</b>                  |

## 1. RESPONSIBILITIES

It is the responsibility of all personnel using animals at The University of Texas at El Paso (UTEP) to abide by this policy. Exceptions to these policies must be approved by the Institutional Animal Care and Use Committee (IACUC) before implementation.

## 2. APPLICATION

This policy applies to all faculty animal users engaged in research and teaching at UTEP.

## 3. INTRODUCTION

The *Guide for the Care and Use of Laboratory Animals* (the *Guide*, NRC 2011) requires that all personnel involved with the care and use of animals be adequately educated and trained, and that training programs include continuing education. The *Guide* also requires that this training be documented. This policy specifies the training requirements that are in place at UTEP to meet applicable regulations and guidelines as it pertains to animal use. All personnel (*e.g.*, principal investigators, co-investigators, research technicians, postdoctoral researchers, and students) working with live animals must complete basic training requirements as detailed below.

## 4. POLICY

*Animal Facilities* are defined as the vivaria or a laboratory space where active animal use is present.

*Observers/Visitors* are defined as individuals who are present to observe the animals or animal area only. These individuals are not allowed to touch animals and are not required to be listed on the protocol or complete training. All visitors/observers (*e.g.*, personnel not listed on an IACUC protocol) must be escorted by either Laboratory Animal Resources Center (LARC), Research & Innovation, or key animal protocol personnel, at all times. Visitors/Observers must sign the visitor log that is overseen by the LARC staff. Special exemptions for visitors working with animals may be considered by the IACUC for visiting scientists (or similar) coming to demonstrate techniques. A formal request for this exemption must be submitted to the [IACUC Office](#).

*Personnel* are defined as individuals participating in a research or training activity with live animals (e.g., handling live animals). Personnel are required to be listed on the protocol and may not work with live animals until the protocol or amendment is approved and training is complete. They may not work independently with live animals until all training requirements are met.

#### 4.1 TRAINING REQUIRED PRIOR TO PROTOCOL APPROVAL

Completion of the following training is required for all personnel prior to protocol or personnel amendment approval and prior to handling live animals.

| Course Title  | Required For                                    | Format                   |
|---|---|--------------------------|
| Working with the IACUC                                  | All personnel                                   | CITI Program             |
| Working with [insert species name] in Research Settings | All personnel working with a particular species | CITI Program             |
| Laboratory Mice and Rats                                | All personnel working with mice or rats         | CITI Program             |
| Aseptic Surgery   | All personnel performing surgery                | CITI Program             |
| Laboratory Safety                                       | All personnel                                   | CITI Program             |
| Biosafety/Bloodborne Pathogens                          | All personnel working with biological hazards   | CITI Program             |
| Occupational Health Questionnaire                       | All personnel                                   | <a href="#">EH&amp;S</a> |

Protocol principal investigators are required to ensure that all new personnel are supervised until fully trained. In-person, hands-on training by the LARC is required prior to independent work and recommended prior to any animal work.

#### 4.2 TRAINING REQUIRED PRIOR TO ACCESS TO LARC FACILITIES

Completion of the following training is required for personnel prior to access to LARC facilities. Personnel approved on the PI protocol must work under direct supervision prior to completion of training below.

| Course Title         | Required For                        | Format   |
|----------------------|-------------------------------------|--|
| Vivarium Orientation | All personnel on protocol/amendment | LARC in person.<br>Register via <a href="#">MinerTracker</a> |