

UNIVERSITY OF TENNESSEE
IACUC-MANDATED TRAINING PROGRAM
(<http://iacuc.tennessee.edu>)

I. Need for Training.

The use of animals in research, testing and education is subject to a multitude of laws, policies, regulations and standards. Two such laws/policies include the Animal Welfare Act (AWA) and the Public Health Service (PHS) policy, which require documentation that personnel are appropriately trained in animal care and use. To comply with these regulations, the University of Tennessee utilizes two primary types of personnel training: 1. The American Association for Laboratory Animal Science (AALAS), and 2. The introductory Federation of Animal Science Societies (FASS) video module (for Tennessee Research and Education Center personnel). All persons using or caring for animals in research, testing or education at the University of Tennessee must complete and document the specified training described below.

II. Training for Researchers, Research Staff and Educators.

- A. Includes principal investigators (PI), co-investigators (Co-I), research assistants/technicians, graduate/undergraduate student research assistants/workers and course instructors utilizing animals in teaching/training protocols.
- B. Researchers are expected to be skilled in experimental design and technique appropriate to their field of expertise, and they must have proper qualifications and training in animal-related procedures prior to initiation of the study. Prior to final approval of an animal care and use proposal, the Institutional Animal Care and Use Committee (IACUC) requires completion of the course “*Working with the UT Knoxville IACUC*”, and the introductory FASS VHS cassette video set “*Introduction to the Ag Guide*” for REC personnel. See Section V for access to these training materials.
- C. The principal investigator (PI) is responsible for providing documentation that *all personnel listed in a protocol* have completed the required animal care and use training, and that the certificates of completion are included with the protocol when submitted, or that the certificates of completion are on file in the IACUC office. The PI is also responsible for downloading, reviewing with protocol-personnel and attaching to the protocol, signed copies of all *pertinent IACUC information sheets and guidelines for the proposed species and procedures* within the protocol. See Section V for access to the IACUC information sheets and guidelines.

- D. The IACUC Coordinator or OLAC Training Coordinator will notify the PI regarding any additional training modules deemed necessary by the IACUC prior to granting final approval of the protocol.

III. Training for Animal Care Staff and Veterinary Technicians.

- A. Prior to working with animals, the IACUC requires that animal care staff complete the course “*Working with the UT Knoxville IACUC*” or view the two VHS cassette video set “*Introduction to the Ag Guide*” for REC personnel.
- B. Ongoing animal care staff training may take a variety of formats, including personal instruction by supervisors, viewing of materials such as videotapes, American Association of Laboratory Animal Science (AALAS) courses or continuing education courses. Animal care staff should be skilled in animal husbandry essentials necessary for maintenance of animal health and well being.
- C. Supervisors will maintain a file (*premise file*) of animal care staff training.

IV. Training for IACUC Members.

- A. Prior to performing IACUC duties, or voting on proposals submitted to the IACUC, members must complete the following three training items: 1) “*Working with the UT Knoxville IACUC*”, 2) “*Essentials for IACUC Members*” (both from the AALAS website) and 3) the introductory FASS VHS cassette video set “*Introduction to the Ag Guide*”. Members will document this training by taking the associated exams and printing a certificate of completion to be placed on file (*training database*) with the IACUC Coordinator.
- B. In addition to the above training materials, a general introductory meeting with the IACUC Chair, the Attending Veterinarian and the IACUC Coordinator will be required prior to performing IACUC duties.
- C. Once IACUC members have completed the mandatory training, the IACUC Chair will pair them with experienced IACUC members who will serve as their mentor.

V. Mandatory Training Modules are Available as Follows:

- A. VA Training modules are available through the primary training site (VA site – <http://www.aalaslearninglibrary.org/>), and are listed below.

*Or, the materials may be checked out as hard copy from the IACUC Coordinator or the OLAC office. **NOTE:** Those who review the hard copy version of AALAS materials must still go online at the AALAS site above and take the required examination for verification of training.*

**** ACCESS CODE - IMMEDIATE ACCESS** (Upon self-enrolling, the person has immediate access to a course/exam.)

1. Please go to <http://www.aalaslearninglibrary.org/>
2. On the home page, click "Enroll Now".
3. Select "Join a Group".
4. Enter the access code: UTKNOX
5. Choose a username and password; please keep a record of this login for later use.
6. Enter the contact information requested. Please make sure that your email address is correct.
7. When enrollment is complete, select Animal Care and Use Libraries (under the Libraries link).
8. Select the University of Tennessee at Knoxville track.
9. Please note: If in the future you need to be provided with your username and password, please use the "forgot username or password?" link, which is adjacent to the login area. This utility emails you your username and password.

- B. **MANDATORY TRAINING**. **“Working with the UT Knoxville IACUC”**.
(The **first 13 units** listed below are **mandatory for all researchers, care staff and IACUC members** at the University of Tennessee in Knoxville.)

1. *Introduction.*
2. *Working with the IACUC.*
3. *Federal mandates.*
4. *The veterinary consultation.*
5. *Getting started.*
6. *Alternatives.*
7. *Avoiding unnecessary duplication.*
8. *USDA pain/distress categories.*
9. *Endpoint criteria.*
10. *Personnel training and experience.*
11. *Occupational health and safety.*
12. *Euthanasia.*
13. *Reporting misuse, mistreatment, or non-compliance.*

- C. **MANDATORY TRAINING.** “Essentials for IACUC Members”. This unit is **mandatory for all IACUC members** at the University of Tennessee in Knoxville.
- D. **MANDATORY TRAINING.** FASS training video set “Introduction to the Ag Guide”. These videos **must be reviewed by animal care staffworking with large animals and personnel at RECs and and IACUC members.**
- E. **MANDATORY TRAINING.** Pertinent IACUC information sheets and guidelines for proposed species and procedures related to protocols. This information must be reviewed, and the review documented, by all PI’s and associated personnel on every protocol submitted.

VI. Optional Training Modules are Available as Follows:

- A. **OPTIONAL TRAINING.** The following training modules are **available on the AALAS website** for viewing, and may be mandated by the IACUC in certain individual circumstances.
 - 1. Post-Procedure Care of Mice and Rats in Research: Reducing Pain and Distress.
 - 2. Preparing an Animal Protocol for Research on Cats.
 - 3. Preparing an Animal Protocol for Research on Dogs.
 - 4. Preparing an Animal Protocol for Research on Gerbils.
 - 5. Preparing an Animal Protocol for Research on Guinea Pigs.
 - 6. Preparing an Animal Protocol for Research on Mice.
 - 7. Preparing an Animal Protocol for Research on Rabbits.
 - 8. Preparing an Animal Protocol for Research on Rats.
 - 9. Streaming Videotape (Video CD) – Working with the Laboratory Dog.
 - 10. Streaming Videotape – Working Safely with Non-Human Primates.
 - 11. Working with the Laboratory Dog CD-ROM: Basic and Advanced Lessons.
- B. **OPTIONAL TRAINING.** The following training materials on exotic species (videos) are **available from the Ag/Vet Medicine Library.** They may be mandated by the AV or the IACUC in certain individual circumstances.
 - 1. Restraint and handling of the bird. Handling – safety measures; immobilization; behavior.
 - 2. Restraint and handling of the bird – special groups. Immobilization, captive wild birds.
 - 3. Reptiles. Reptiles as laboratory animals; immobilization; euthanasia.

4. *Restraint and handling of the reptile – snakes. Handling; safety measures; immobilization; behavior; poisonous snake behavior.*
5. *Restraint and handling of the reptile. Crocodilians, chelonians and lizards. Turtles – handling; immobilization; Crocodilians – handling; Lizards – handling.*