



## **Policy on Animal Care and Use Training and Continuing Education**

The University of Georgia recognizes the need for training and ongoing continuing education for individuals who are providing oversight or who are directly responsible for the humane and ethical treatment of animals used in research and instruction. This training and continuing education are meant to foster expertise within these professionals and to meet regulatory and accreditation expectations for an appropriately trained animal research community, Institutional Animal Care and Use Committee (IACUC) and animal husbandry staff.

PHS Policy endorses the *Guide for the Care and Use of Laboratory Animals*, with an expectation that personnel are “adequately educated, trained, and/or qualified in basic principles of laboratory animal science” and that they also “engage in continuing education activities.” It also asserts an expectation that “IACUC members are provided with training opportunities to understand their work and role.”

The *Animal Welfare Act* outlines specific training topics that must be covered, including:

- “Humane methods of animal maintenance and experimentation” including basic species-specific husbandry needs, proper handling and proper pre-procedural and post-procedural care.
- “The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress”
- “Proper use of anesthetics, analgesics, and tranquilizers”
- “Methods whereby deficiencies in animal care and treatment are reported”
- “Utilization of services available to provide information” on appropriate methods of animal care and use, alternatives to the use of live animals in research, methods to avoid unnecessary and unintended research duplication and the intent and requirements of the Animal Welfare Act.

For the purposes of this Policy, there are four different training programs that are meant to address the educational needs of four distinct learner groups:

- The Research and Instruction Training Program which addresses the needs of individuals that are listed on Animal Use Protocols (AUPs)
- The Institutional Animal Care and Use (IACUC) Training Program which addresses the needs of IACUC members and alternate members
- Animal care personnel who work within animal facilities and within satellite housing locations. This includes facilities that are under the UGA PHS-assured and AAALAC-accredited Animal Care and Use Program (e.g., University Research Animal Resources [URAR], the Animal Health Research Center [AHRC], Poultry Diagnostic and Research Center [PDRC], the Non-Human Primate Facility [NHPPF] and Oconee County Farms) as well as facilities that are not under the PHS-Assured and AAALAC-accredited Program. Animal care personnel includes management, husbandry, and veterinary personnel.

- The Animal Care and Use Administration Training Program which addresses the needs of administrators that have responsibilities with or to the Animal Care and Use Program, including University Research Animal Resources administrators.

All four training programs are administered by Office of Research Integrity and Safety (ORIS) Support Services and receive oversight from UGA's IACUC.

**The Research and Instruction Training Program requires that all individuals\* who are listed on an Animal Use Protocol (AUP):**

- Initially (prior to being approved to work on an AUP) and every 3 years, complete the "UGA IACUC 101" course, which is a UGA-customized course available online through the Professional Education Portal (hosted on the AALAS Learning Library). This course provides information on the regulations and policies that govern the ethical use of animals in research and instruction.
- Initially (prior to being approved to work on an AUP) complete the "Staying Healthy While Working with Laboratory Animals" course, which is a UGA-customized course available through PEP (hosted on the AALAS Learning Library). This course provides information on the occupational health risks associated with animal contact and ways in which those risks can be mitigated.
- Initially (prior to being approved to work on an AUP) and every 3 years, enroll in UGA's Research Occupational Health and Safety Program (R-OHSP). Personnel can enroll in this program at any time through completion of an Occupational Health Questionnaire. This questionnaire can be accessed through a link in the "Research Occupational Health Program Information" course in PEP. While enrollment is required, participation is not required, with some exceptions as defined in the Research Occupational Health and Safety Program Policy. Declination of participation must be documented in the questionnaire and can result in entrance limitations to certain animal facilities, inability to work with certain species or on certain high-risk projects. **The questionnaire must be fully processed, including the completion or documented declination of any recommended services, before enrollment is credited.**
- Every 3 years, complete at least a 1-hour unit of continuing education (CEU) in addition to the "UGA IACUC 101" course. Initially, this CEU will be credited through the completion of the "Staying Healthy While Working with Laboratory Animals" course listed above. After 3 years, the CEU can come from a repeat of "Staying Healthy While Working with Laboratory Animals" but it can also come from any other animal-related training, such as workshops, seminars, lectures, conferences or additional coursework in the AALAS Learning Library (available through PEP). Documentation of continuing education must be provided ORIS Support Services for all training except coursework done on PEP.
- Initially and every 3 years, complete the "Sharps Training" course, which is a UGA-customized course available through PEP. This course covers basic information to help ensure the safe and appropriate use of sharps in laboratories.

Approval of an AUP, or annual renewal will be withheld until all personnel listed on the item under review have met the requirements listed above. Approval of AUP amendments will be withheld until all **newly listed** personnel have completed the requirements. The ORIS Support Services Director reserves the right to determine whether activities are acceptable for continuing education credits and the allowable number of hours.

\*Personnel (with the exception of PIs and Co-PIs) listed on an AUP who will have a strictly administrative role, such as to write and edit protocols, and will not work with animals, may be exempt from training. The role descriptions for these individuals on each applicable AUP must clearly state that they are not

approved to work with animals on that AUP. The person will be held to the standard training requirements on any AUP in which their role description does not include this statement.

**The IACUC Training Program requires that all primary and alternate IACUC members:**

- Participate in an onboarding training session, which covers the regulatory, policy and accreditation expectations for humane animal use in research and instruction, the structure and function of UGA's Animal Care and Use Program and the expectations, roles and responsibilities designated to IACUC members.
- Initially and every 3 years complete the "UGA IACUC 101" course, which is a UGA-customized course available online through PEP (hosted on the AALAS Learning Library). This course provides information on the regulations and policies that govern the ethical use of animals in research and instruction.
- Initially (prior to being approved to work on an AUP) complete the "Staying Healthy While Working with Laboratory Animals" course, which is a UGA-customized course available through PEP (hosted on the AALAS Learning Library). This course provides information on the occupational health risks associated with animal contact and ways in which those risks can be mitigated.
- Every 3 years, complete at least a 1-hour unit of continuing education (CEU) in addition to the "UGA IACUC 101" course. Initially, this CEU will be credited through the completion of the "Staying Healthy While Working with Laboratory Animals" course listed above. After 3 years, the CEU can come from a repeat of "Staying Healthy While Working with Laboratory Animals" but it can also come from any other animal-related training, such as workshops, seminars, lectures, conferences or additional coursework in the AALAS Learning Library (available through PEP). Documentation of continuing education must be provided ORIS Support Services for all training except coursework done on PEP.
- Initially and every 3 years, enroll in UGA's Research Occupational Health and Safety Program (ROHSP). Personnel can enroll in this program at any time through completion of an Occupational Health Questionnaire. This questionnaire can be accessed through a link in the "Research Occupational Health Program Information" course in PEP. While enrollment is required, participation is not required. Declination of participation must be documented in the questionnaire and can result in entrance limitations to certain animal facilities, inability to work with certain species or on certain high-risk projects. **The questionnaire must be fully processed, including the completion or documented declination of any recommended services, before enrollment is credited.**

Additional training opportunities for IACUC members include:

- Access to relevant literature including the *Guide for the Care and Use of Laboratory Animals*, the *Animal Welfare Act and Regulations*, the *Institutional Animal Care and Use Committee Guidebook* and other informational sources as recommended or requested
- Webinars hosted by the Office of Animal Care and Use (e.g., NABR, USDA, OLAW, AALAS, etc.)
- IACUC Meeting training sessions and policy discussions
- IACUC-related conferences (e.g., PRIM&R)
- Other training activities offered by ORIS Support Services

**It is the IACUC's policy that all animal care personnel working within all animal housing facilities, including facilities under the PHS-assured/AAALAC-accredited Animal Care and Use Program and facilities that are not covered by the Program, at minimum:**

- Initially (prior to animal contact) and every 3 years, complete the "UGA IACUC 101" course, which is a UGA-customized course available online through PEP (hosted by the AALAS Learning Library). This course provides information on the regulations and policies that govern the ethical use of animals in research and instruction.
- Initially (prior to animal contact) and every 3 years, complete the "Staying Healthy While Working with Laboratory Animals" course, which is a UGA-customized course available through PEP (hosted by the AALAS Learning Library). This course provides information on the occupational health risks associated with animal contact and ways in which those risks can be mitigated.
- Initially (prior to animal contact) and every 3 years, complete the "Sharps Training" course, which is a UGA-customized course available through PEP. This course provides information about safe handling and disposal of sharps.
- Initially (prior to being approved to work on an AUP) and every 3 years, enroll in UGA's Research Occupational Health and Safety Program (R-OHSP). Personnel can enroll in this program at any time through completion of an Occupational Health Questionnaire. This questionnaire can be accessed through a link in the "Research Occupational Health Program Information" course in PEP. While enrollment is required, participation is not required, with some exceptions as defined in the Research Occupational Health and Safety Program Policy. Declination of participation must be documented in the questionnaire and can result in entrance limitations to certain animal facilities, inability to work with certain species or on certain high-risk projects. **The questionnaire must be fully processed, including the completion or documented declination of any recommended services, before enrollment is credited.**

Failure by facility staff who work with animals to complete the training requirements listed above will result in deficiencies which will be reported on the semi-annual site inspection report by the IACUC. Failure to correct these deficiencies in a timely manner can result in recommendations by the IACUC to suspend any animal activities at the facility.

Management for these units may have additional internal training requirements, as well, which are overseen internally, and are not directly reviewed by the IACUC.

**The Animal Care and Use Administration Training Program requires that all administrative staff who have responsibilities with or to the Animal Care and Use Program, including University Research Animal Resources:**

- Initially (within first 60 days of hire) and every 3 years, complete the "IACUC 101" course, which is a UGA-customized course available online through PEP (hosted by the AALAS Learning Library). This course provides information on the regulations and policies that govern the ethical use of animals in research and instruction.
- Initially (within first 60 days of hire) and every 3 years, complete the "Staying Healthy While Working with Laboratory Animals" course, which is a UGA-customized course available through PEP (hosted by the AALAS Learning Library). This course provides information on the occupational health risks associated with animal contact and ways in which those risks can be mitigated.

Any questions or concerns about this policy can be directed to ORIS Support Services at:  
[researchtrain@uga.edu](mailto:researchtrain@uga.edu)

### **References**

*Guide for the Care and Use of Laboratory Animals*, 8th edition. National Research Council, 2011.

*Animal Welfare Act and Regulations*. United States Department of Agriculture, Animal and Plant Health Inspection Service, November, 2005.

*Institutional Animal Care and Use Committee Guidebook*, 2nd edition. Office of Laboratory Animal Welfare, 2002 (reprinted 2008).