



# The ACC Connection

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**WELCOME** to the 12<sup>th</sup> edition of the **ACC Connection**, a bi-monthly newsletter designed to help researchers with questions regarding animal research at the University of Connecticut Health Center. Our 12<sup>th</sup> issue is designed to familiarize animal users with the animal user training program at the University of Connecticut Health Center. Federal laws (*Public Health Service Policy on the Humane Care and Use of Laboratory Animals* and the *Animal Welfare Act / Regulations*) require that all personnel who use animals be trained in the biology of the species and all procedures an individual will perform on a laboratory animal in the course of their work.

## New Animal User Training- Regular Employees

All new employees, or regular employees who are new to using laboratory animals, are required to attend an Initial Animal Use Training Program. This currently entails a 3-hour core lecture which is held once per month at the Health Center. Dates and times of the training are located on the ACC website: <http://clacc.uchc.edu/Training/Schedule.htm>.

This core lecture provides information required by new animal users. It is divided into three one-hour sessions. The first session is typically regulatory aspects of animal use. The second section is typically safety aspects when working with laboratory animals. The last section is typically how to use animals at the Health Center.

Topics to be discussed in the regulatory part of this training include: what an animal care and use program is; ethics of animal use; protocol review; the 3Rs; evaluating pain and distress in laboratory animals; death as an endpoint; personnel qualifications and training, occupational health and safety, overview of all the regulations covering laboratory animal use (federal, state, and institutional); the IACUC composition, how applications and modifications are processed; reporting animal welfare concerns, investigator responsibilities; methods to reduce animal numbers; use of anesthetics, analgesics, and tranquilizers; euthanasia; restraint; multiple major survival surgery; food and fluid restriction; controlled substances; and use of outdated medical material.

Topics to be discussed in the safety part of this training include: hazard identification, types of hazards, hazard control, risky behavior and hazard avoidance, engineering controls, personal protective equipment, prudent practices, emergencies, how the ACC provides OSH oversight, laboratory animal allergies, non-human primate exposures, occupational health and safety program, and chemical waste hazards and labeling.

Topics to be discussed in the CLAC part of this training include: sick and dead animals, animal traffic patterns in the CLAC facility, responsible individuals in CLAC, weaning requirements, identification and discussion of various cage cards, cage density requirements, and other topics as deemed necessary by CLAC personnel.

## New Animal User Training- Summer Interns, New Graduate (Ph.D.) Students

The ACC/CLAC has special animal training sessions for summer interns and the in-coming graduate students. These sessions are coordinated through the departments that employ these individuals and with the registrar of Academic Affairs and Registration. Even though the ACC office does its best to coordinate this process with various program centers, Principal Investigators should notify the ACC office when they know they will be getting summer interns to ensure that no individual is missed in scheduling animal use training.

These sessions are similar in content to the initial animal user training given to regular employees. New regular employees or current employees who are just starting to use animals and have been told to attend a training session should attend the **Initial Animal Training Program Classes**- not these special student classes.

## Continuing Animal User Training

All individuals who have already completed the mandatory initial animal users program are required to complete a continuing animal user education course every three years. The Health Center uses the CITI training website to maintain the training of animal users. The Animal Care Committee office will contact everyone who needs to do refresher training. The office will notify each individual as to which course(s) they must complete and the time frame in which it must be completed in order to maintain the individual's current training status. Each course has an examination that accompanies it; you **MUST PASS** the examination(s) in order to have completed your training requirement.

**PLEASE NOTE: SETTING UP YOUR ANIMAL TRAINING AS A UCHC USER IS DIFFERENT FROM WHAT IS DETAILED ON THE CITI WEBSITE. PLEASE BE SURE TO FOLLOW THESE INSTRUCTIONS.**

**To log onto the training site,** go to the following link: [www.citiprogram.org](http://www.citiprogram.org)

**STEP ONE:** Once you are in the site, you will have to register as a user of the site:

1. Click on "Register Here".
2. A security box will come up, click on "OK".

**If you are already registered, please go to step nine**

**STEP TWO:** This will bring you to the **Select your Institution** page:

1. Click on "participating institutions" and select the University of Connecticut Health Center
2. Click on the "submit" button.
3. Click on the box labeled "username" and type in a user name.
4. Click on the box labeled "password" and type in a password.
5. Click on the box labeled "verify password" and type in the same password.
6. Click on the "submit" button.

**STEP THREE:** This will bring you to the **Name and Email Address** page:

1. Fill out all fields
2. Click on the "submit" button.

**STEP FOUR:** This will bring you to the **Member Information** page:

1. You must enter all fields that are requested- if you don't, you cannot register.
2. Click on the "submit" button.

**STEP FIVE:** This will bring you to the **CITI Course Enrollment Procedure** page:

**PLEASE NOTE:** This page will tell you, as an animal user, to choose the appropriate courses according to your role in research and the species you use and to choose all that apply. **DO NOT DO THIS!!**

1. Scroll down to "course selection" and select LAB ANIMAL WELFARE ONLY or HUMANS AND ANIMALS (whichever is appropriate to your situation).

**STEP SIX:** This will bring you to the **Select Groups** page right to question #3

1. **Do not scroll back up to answer questions #1 and #2 if you only use laboratory animals!**
2. Answer question #3 by selecting **ONLY the box associated with the course you have been assigned to take.**
3. Click on "continue"

**STEP SEVEN:** This will bring you to another **Select your Institution or Organization** page

1. Click on the "NO" button

**STEP EIGHT:** This will bring you to the **Learner's Main Menu** page

1. You will see a "grade book" followed by the title of the course you are required to take.
2. Click on the "grade book" and you will be taken to the course. You must complete all modules associated with the course you are required to take.

**If you have already registered with CITI training:**

**STEP NINE:** When you put in your user name and password, this will bring you to the **Learner's Menu** page

1. Go to "Add a Course or Update your Learner Group"

**STEP TEN:** This will bring you to the **Completion Report Groups** page

1. Click on "update groups"
2. Scroll to the bottom of the page and click on LAB ANIMAL WELFARE ONLY

**STEP ELEVEN:** This will bring you to the **Select Groups** page right to question #3

1. **Do not scroll back up to answer questions #1 and #2 if you only use laboratory animals!**
2. Answer question #3 by selecting **ONLY the box associated with the course you have been assigned to take by the ACC.**
3. Click on "continue".

**STEP TWELVE:** This will bring you to the Completion Report Groups page again

1. Click on "Go Back to Learner's Main Menu".

**STEP THIRTEEN:** This will bring you to the Learner's Main Menu page

1. You will see a new "grade book" followed by the title of the new course you are required to take.
2. Click on "grade book" and you will be taken to the course. You must complete all modules associated with the course you are required to take.

**When you are done, remember to click the "Log off" on the upper right side of the page.**

If you forget your username and/or password, simply click the correct button and your password and/or user name will be sent to you; alternately, you can email the Animal Care Committee office ([ooacc@uchc.edu](mailto:ooacc@uchc.edu)) for your password.

## Special Requirements for Individuals Using USDA-Regulated Species

For those individuals who are using USDA-regulated species, there are special requirements that must be adhered to. Each individual must maintain an **Animal Training Record Form** which can be found on the ACC website: <http://clacc.uchc.edu/ACC/SubmittingProtocols.htm>. This form documents actual procedures learned on each species: injection routes, bleeding procedures, anesthesia procedures, biosafety hood use, etc. This form will need to be initially submitted with all new animal care and use applications involving USDA-regulated species. This form should be kept with the animal care and use protocol in the laboratory (available for the semi-annual inspection process) and a copy of each form must accompany the protocol's annual review form when it is sent back to the ACC office from the PI or whenever the ACC requests a current copy. ***It is the responsibility of each individual and their Principal Investigator to ensure the documentation in this form is maintained.***

## Procedural Training Requirements

There may be instances in which individuals will need training on specific procedures (e.g., gastric lavage of rodents, aseptic techniques, intubations, etc.) that will require an individual to meet either with a veterinarian or another member of CLAC who can show these procedures to the requesting individual. This type of training may be requested by the animal user or it may be deemed necessary by the veterinarian or ACC in the course of reviewing animal care and use protocols. The individual will have to schedule a time with CLAC in order to learn the various technique(s) required. When this type of training has been performed, CLAC will forward the details of the training to the ACC office to be entered into the training database as a record of training.

Individuals should remember that ***training is always necessary in order to use laboratory animals.*** Procedures may also be taught by the PI or a more senior member of the PI's laboratory who has proficiency in the desired technique, in which case, no training may be recorded in the training database (unless procedures are being performed on a USDA-regulated species- see above) but is, nonetheless, important.

## Frequently Asked Questions

***What happens if I cannot make the initial animal users training class?***

All new employees and current employees who are new animal users are expected to complete the initial animal users training class. However, the ACC realizes that, ***IN EXCEPTIONAL CIRCUMSTANCES***, this may not be possible. If an individual absolutely cannot take a scheduled new animal user training class, he/she needs to contact the ACC office ([ooacc@uchc.edu](mailto:ooacc@uchc.edu)) and notify the ACC staff of this. The ACC staff will coordinate an individual training as soon as resources to do it are available. This most likely will include some combination of meeting with appropriate ACC/CLAC staff and on-line training (though more than 1 course will likely be required to be completed). ***The ACC office will not allow the substitution of on-line coursework only for initial animal users training.***

*What if I don't finish the training the ACC office said I had to do by the deadline given to me?*

If you are an animal user and do not finish the training the ACC office informed you about by the deadline given to you, your access privileges to the animal facility will be denied until you complete the training requirement; in addition, protocols you are involved in may be suspended at the discretion of the ACC. If you are a PI, your animal care and use protocol(s) may be suspended and no one will be allowed to use animals until the training is completed.

*What records can I keep in order to show that I have completed animal training requirements?*

All new animal users get a **CERTIFICATE OF COMPLETION** when they have attended the initial animal training lecture. All personnel who have completed on-line training have the option of printing a **CERTIFICATE OF COMPLETION** if they pass the examination associated with the course they were assigned to complete. These materials should be kept by animal users as documentation of their participation and completion of animal user training requirements. All this information is documented in the training database, but errors do happen. Also, the **ANIMAL TRAINING RECORD FORM** used for USDA-regulated species is also documentation of training and should be kept current.

## Upcoming Training, January 2008 – February 2008

### New Animal Users Initial Basic Core Training

Monday, January 21	9:00 am – 12:00 pm	Building 20 conference room
Monday, February 18	9:00 am – 12:00 pm	Building 20 conference room

## New Institutional, State, or Federal Regulations

### Institutional

ACC Policy	11/29/07	Updated Policy on Reporting Animal Welfare Concerns. To view policy, go to: <a href="http://clacc.uchc.edu/ACC/Policies/RepCons1.htm">http://clacc.uchc.edu/ACC/Policies/RepCons1.htm</a> .
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### State

None

### Federal

None



## Next Issue: Establishing Humane Endpoints

### CONTACTS

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