

<p>Research Office IACUC</p>	<p>Guideline – Participant Requirements</p>	<p>IACUC Approved: 08/14/2014 Rev. 10/14/2015</p>
----------------------------------	---	---

Animal Care & Use Program - Participant Requirements for Training, Education, and Occupational Health & Safety – Guideline

See also: [Policy](#) – Animal Care and Use Program Participant Requirements for Training, Education, and Occupational Health & Safety

This document provides guidance for all persons who work with, or are exposed to animals within OSU’s Animal Care & Use Program. Guidance is based on requirements of the IACUC, Occupational Medicine (OCM), and Environmental Health & Safety (EH&S). Live links to forms, training opportunities, contacts, and other additional information are included below.

The document has 3 sections:

1) Requirement Categories

Additional details, links, and whom to contact for assistance are provided, per requirement

- a) Animal Care & Use Education (ACUE) options
- b) Occupational Health & Safety Program (OHSP) requirements:
 - i) Occupational Medicine (OCM) questionnaire review and clearance
 - ii) Environmental Health & Safety (EH&S) Animal Handler Safety online module
- c) Activity-Specific Education & Training:
 - i) Education & training that relates to species, procedures, equipment, facilities, etc.
- d) Documentation requirements

2) Participant Categories

Summary statements of requirements per type of participant and activity

- a) Includes ACUP participants, animal facility staff, facilities, trades, security staff, students with exposure in a class setting, non-employee visitors & volunteers with exposure during work, visitors participating in facility tours, outreach, and other supervised, short-term exposures

3) Definitions of terms used in the document

EDUCATION & TRAINING REQUIREMENTS

	ACUE	OCM	EH&S-AHS	Activity- or Facility- Specific	Records Available
1. ACUP PARTICIPANTS	R	R	R	R	R
2. ANIMAL HUSBANDRY STAFF	R	R	R	R	R
3. FACILITIES & TRADE STAFF	O	R	O	R	R
4. STUDENTS WITH CLASS EXPOSURE	O	O	O	R	R (syllabus, handouts)
5. NON-EMPLOYEES, VOLUNTEERS	O	R	O	R	R

R = Required O = Optional

Please refer to the “Participant Requirements” section below for details on categories and definitions

Requirement Categories

1. Animal Care and Use Education (ACUE)

Prerequisite, completion required before approval. The IACUC office receives records of completion. The Participant should also keep a record, and offer a record to their PI/Supervisor.

Complete Option A. or B.

A. CITI Program, online – “Working with the IACUC”

Registration:

1. Go to www.citiprogram.org
2. Select “Register” for initial log-in
3. Select your organization affiliation—Oregon State University
4. Complete Registration Steps 1-6.

Instructions for first time registration are also available on the CITI website [here](#).

Course Selection:

5. At Step 7, “Select Curriculum”, provide an answer for each of the questions about: Human Subjects (IRB), Vertebrate Animal Research (IACUC), Responsible Conduct of Research (RCR), and Conflicts of Interest (COI), as applicable.
6. At Step 7, Question 2, “Vertebrate Animal Research Training Courses”, select the category that best describes your role and work.
This will register you for the “Working with the IACUC” course.
See the screenshot below.

7. If you are going to be listed on a protocol (ACUP), choose either Biomedical, Agricultural, or Wildlife.

Question 2

Vertebrate Animal Research Training Courses

Do you conduct or supervise studies that use animals?

If so, please make your selection below according to your role. You will be enrolled in the appropriate required courses.

Choose one answer

- Biomedical & Testing Researchers
- Agricultural Researchers & Participants
- Wildlife Researchers & Participants
- Animal Care Staff
- IACUC Members & Staff
- Students Working with Animals
- Not at this time.

8. Step 7, Q. 3 lists other animal-related courses. These are recommended if they apply to you, but are not required.
9. After you have registered, begin with the **“Working with the IACUC...(Required)”** course.

See below for an example:

▼ Oregon State University Courses

🔍 Course

Working with the IACUC - Biomedical & Testing Researchers (Required)

My Learner Tools for Oregon State University

- 🔍 Add a Course or Update Learner Groups
- 🔍 View Previously Completed Coursework
- 🔍 Update Institution Profile
- 🔍 View Instructions page
- 🔍 Remove Affiliation

8. Upon successful completion of a CITI course, you will be notified by email automatically. This may take 24 hours. The [IACUC](#) office will also be notified if you affiliated with Oregon State University.
9. Please forward your CITI completion notifications to your supervisor to ensure documentation is available as needed.

B. “Working with the IACUC” - Equivalent Training

Equivalent training sessions may be accepted for this requirement after review of the instructional material, and documentation of successful completion.

Examples include:

1. OSU CVM’s “Introduction to the IACUC” class, with the Attending Veterinarian.
Participants must sign in to get credit.
 2. AALAS Learning Library IACUC module completion and documentation
- Please contact the [IACUC](#) office for additional information.

2. Occupational Medicine (OCM) – Questionnaire for review and clearance:

Prerequisite, OCM questionnaire review and clearance is required before the start of activities.

A. Participant requirements

1. **OSU Employees**
 - a. Complete **initial questionnaire review** upon hire
 - b. **Update [Annual Health Questionnaire](#) each year** to maintain clearance for animal-related activities.
2. **Non-employee participants:**
 - a. **One-time** submission of **non-employee questionnaire** for review & clearance; clearance is indefinite after the initial review.
3. **Students participating in animal activities *as part of a class*:**
 - a. Option to contact Student Health Services for personal advice or referral to OCM.
Contact the IACUC office for the Instructor handout: “Animal Activities & Your Health”.
 - b. Must receive education and training by the Instructor about species, procedures, risks, and safety procedures.
 - c. Contact Occupational Medicine if you are interested in completing a medical waiver

B. OCM Questionnaire completion and submission:

1. The **Supervisor** completes Part 1.
2. The **Participant** then completes Part 2
3. The **Participant** submits the finished, confidential document to **Occupational Medicine (OCM), 201 Plageman Bldg.** (Student Health Services), or per questionnaire instructions.
4. **Occupational Medicine (OCM)** provides questionnaire review and notifies participant of clearance status

Contact the Occupational Medicine Nurse ([Ariel Leshchinsky](#)) with related questions.

3. EH&S - Animal Handler Safety, online training module

Prerequisite, EH&S module completion is required for all ACUP participants and OSU employees before the start of activities.

A. On-line video [module](#) completion – EH&S website.

B. Must click **submit** to register completion

C. Save the completion notification (*highly recommended*)

Contact the EH&S Administrative Program Assistant ([Kay Miller](#)) with related questions.

4. Activity-Specific Training – PI/Instructor/Supervisor/Facility Manager -directed

A. ACUP- specific Instruction & Training

Required for all ACUP participants before start of activities.

1. The PI/Supervisor must provide instruction & training for:
ACUP-specific species, animal well-being considerations, procedures/techniques, facilities/environments, potential hazards (including zoonoses) & safety procedures.
2. Training records must contain adequate activity descriptions and must be accessible.
3. Participant's skill level in working with animals and performing procedures must be verified as appropriate for the animals and activities involved, prior to independent work.
4. Instructor verification of previous experience and skill sets is acceptable for participants who are already qualified to perform independent work.

B. Facility/Animal- Specific Training

Required for all animal facility staff, non-employees, volunteers, working visitors

1. Supervisor or Facility manager directed training of facility- and animal- specific procedures & hazards
2. Documentation of training is required

C. Class-specific Instruction & Training

Required for all students before start of activities.

1. The Instructor must **notify students** about the availability of medical consults with the Occupational Medicine department at Student Health Services.
 - a. A short slideshow is available for instructors to present this information.
Contact the IACUC office (IACUC@oregonstate.edu) if you would like a copy.
2. The Instructor must **provide instruction & training** for:
ACUP-specific species, animal well-being considerations, procedures/techniques, facilities/environments, potential hazards (including zoonoses) & safety procedures.
3. Instruction & training must be **documented and accessible**.
 - a. The **syllabus** can be used as a form of documentation if there is adequate description of instruction & training related to ACUP activities.

- b. Completion of applicable CITI modules may be used for instruction and subsequent documentation, as applicable.

D. Didactic instruction

*The following resources below are **recommended**, as applicable, for building and maintaining a knowledge base, prior to hands-on sessions.*

1. CITI modules (or equivalent) include:
 - a. Working with Animals in Research Settings (many species modules)
2. [Procedures with Care](#) -- videos of lab animal procedures
3. DVDs & other resources may be available. Contact LARC or the IACUC office.

E. Hands-on instruction & training sessions

*Hands-on training may begin **after** the participant has completed prerequisite requirements.*

Options may include, as appropriate:

- 1) Training with PI/Instructor/Supervisor, or other designated trainer with species and procedure expertise.
- 2) Training with LARC veterinary personnel

The Participant's skill level in working with animals and performing procedures must be verified as appropriate for the animals and activities involved, prior to independent work.

Instructor verification of Participant's previous experience and skill set is acceptable for those already qualified to perform independent work.

Training records must document all completions and verifications, specific to the person and activity.

Participant Categories

**Sections with a checkbox, below, are required; others are recommended, as noted.*

All Prerequisite Requirements **must be completed prior to the start of work.*

ACUP-specific instruction and work may begin **after IACUC approval of the applicable ACUP or Personnel Amendment.*

1. Animal Care and Use Protocol (ACUP) Participants

The majority of participants fall in this category. This includes all those who participate in ACUP activities, employees - including students - hired for ACUP activities, and instructors.

General Requirements/prerequisites:

- Animal Care and Use Education (ACUE)**
- Occupational Medicine (OCM), [program enrollment](#) & clearance**
- Environmental Health & Safety (EH&S)- Animal Handler Safety [module](#)**

ACUP-specific Instruction & Work:

- Activity-Specific Training:** PI-directed, ACUP-specific instruction, training, verification + accessible training records

2. Animal Facility Staff

Veterinary technicians, husbandry personnel (including students), & others who work mainly with animals in OSU facilities, but are not research or teaching participants

Prerequisites:

- Animal Care and Use Education (ACUE)**
- Occupational Medicine (OCM), [program enrollment](#) & clearance**
- Environmental Health & Safety (EH&S)- Animal Handler Safety [module](#)**

ACUP-specific Instruction & Work:

- Facility, Species, and ACUP-Specific Training:** Supervisor/Facility Manager (or designee) instruction, training, verification + accessible training records

3. Facilities, Trades, Security Staff—animal area support

Those who work with Facilities Services, Public Safety and security staff who require access to the facility or area

Prerequisites:

- Occupational Medicine (OCM), [program enrollment](#) & clearance** (Employee & Non-Employee)
- Supervisor/Facility Manager** – directed instruction, training, verification + accessible training records specific to working in animal areas

4. Students with Class Exposure to Animals, not involved in research or teaching

Class students do not need to be added to an ACUP

Prerequisites:

- Student notification** of Student Health Services (SHS) **medical consults** via syllabus or class materials, and activity-specific risks
- PI or Instructor-directed** training and oversight, as documented in syllabus or other class materials; must be accessible upon request

5. Non-employees, Volunteers, & Visitors who work with animals or work in animal facilities

If the participant will work on a research or teaching project, “ACUP Participant” requirements apply.

Prerequisites:

- Occupational Medicine (OCM), non-employee [review](#) & clearance**
- Supervisor/Facility Manager** – directed instruction, training, verification + accessible training records specific to activities related to animals and animal facilities

6. Authorized Visitors (brief) – public tours/outreach

Temporary, non-working visitors to animal facilities or animal areas related to OSU

- Visitors must have permission, and an available Supervisor/Manager** to oversee presence & activity, as necessary, to protect the health & welfare of animals and participant(s).

Note: *Children are not authorized as visitors in animal research and husbandry areas, unless there is written or explicit permission from the Director of the facility. Some facilities, such as the Hatfield Marine Science Center, are exempted where the facility is designed for public use.*

Definitions:

1. **Program** – shortened from “OSU Animal Care and Use Program”.
2. **Program Participant** – **all** participants exposed to animals. Includes employees and non-employees, including volunteers and visitors.
3. **Animal Exposure** – includes working with live animals, as well as exposure to tissues (non-sanitized), related allergens, and/or waste products.
4. **Animal Care & Use Education (ACUE)** – General educational requirement; used to be AWE (Animal Welfare Education)
5. **ACUP** – Animal Care and Use Protocol. Requires review and approval from IACUC.
6. **ACUP Participant** – all participants listed on an ACUP
7. **PI** – Principal Investigator, the person who is responsible for all ACUP activities & participants
8. **IACUC** – Institutional Animal Care & Use Committee. A local oversight board that reviews animal care and use activities for approval.
9. **CITI** – An online vendor that provides educational modules related to Program requirements.
10. **Occupational Health & Safety Program (OHSP)** – Includes 3 parts: (1) medical questionnaire review (OCM); (2) instruction and training on hazards and safety procedures, university-wide (EH&S); and (3) activity-specific instruction and training on hazards and safety procedures (PI/Instructor/Supervisor).
11. **EH&S** –Environmental Health & Safety Department
12. **OCM** - Occupational Medicine office within the OSU Student Health Services Department
13. **OCM review** – a medical history questionnaire submitted by the participant for OCM review and clearance, prior to participation.
14. **Employees** – those who are employed by OSU. Includes student workers.
15. **Non-employees** – all participants who are not OSU students or employed by OSU. This category includes volunteers, courtesy/affiliate/emeritus/visiting faculty, consultants, vendors
16. **Student ACUP Participants** – students hired for ACUP work, or students participating in ACUP research via independent study
17. **Student Class Participants** – students exposed to animals via class activity that involves animal exposure.