



<b>Research Office IACUC</b>	<b>Guidance – Participant Requirements</b>	IACUC Approved: April 2023
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IACUC Guidance:  
Education, Training, and Occupational Health & Safety Requirements for  
**Animal Care and Use Participants**

Guidance is provided below for those who work with or are exposed to vertebrate animals in OSU’s Animal Care & Use Program. Live links to forms, training opportunities, contacts, and other additional information are included where indicated.

**TABLE: SUMMARY OF PARTICIPANT REQUIREMENTS**

*\*R = REQUIRED; O = OPTIONAL*

	CITI- WWTI	OHS	Activity-, Facility- Equip.- Specific	Records Available
1. Protocol Participants	R*	R	R	R
2. Animal Facilities & Husbandry staff	R	R	R	R
3. Facilities & Trade staff	O*	R	R	R
4. Students with class exposure	O	O	R (class instruction)	R (syllabus)
5. Non-employees, Volunteers	O	R	R	R

## 1) Protocol Participant Categories

\* Prerequisite requirements must be completed prior to participant approval and the start of work.

\* Protocol-specific instruction skill verification may begin after IACUC approval

### 1. Participants listed on an Animal Care and Use Protocol (“Protocol”)

The majority of participants fall in this category and includes all those who participate in Protocol activities (PI’s, researchers, and students), employees hired for Protocol activities, and instructors.

General IACUC requirements/prerequisites:

[CITI](#) Training: “Working with the IACUC” course

[Animal Exposure Program](#) (AEP)/Occupational Health Services (OHS) form submission, review, & clearance

Protocol-specific instruction:

PI-directed, protocol-specific instruction and skill verification for independent work, + accessible training records

### 2. Animal Facility/Animal Care Staff

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

Prerequisites:

- [CITI Training](#): “Working with the IACUC” course
- [Animal Exposure Program](#) (AEP)/Occupational Health Services (OHS) form submission, review, & clearance

Protocol-specific Instruction & Work:

- Facility, Species, and Protocol-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:

- [Animal Exposure Program](#) (AEP)/Occupational Health Services (OHS)) form submission, review, & clearance
- Environmental Health & Safety (EH&S) – [please contact](#) for in-person training session
- 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 IACUC Protocol.

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, “Protocol Participant” requirements apply.

Prerequisites:

- OSU’s Occupational Health Services (OHS) [Animal Exposure Program](#) (AEP) Form submission, review, & clearance for non-employees
- 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 facility 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 prior 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.

## 2) Requirement Descriptions

### 1. CITI Program “Working with the IACUC” Required IACUC prerequisite course

Course completion is required before a participant can be added to an approved IACUC Protocol.

#### A. CITI Registration:

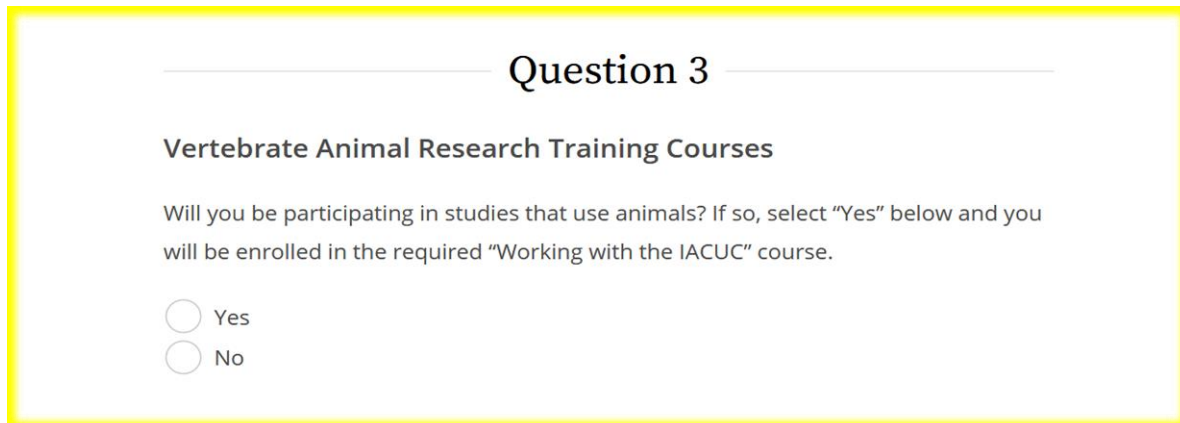
1. Go to <https://about.citiprogram.org/en/homepage/>
2. Select “Register” for initial log-in
3. Select your organization affiliation—Oregon State University
4. Complete Registration Steps 1-6.

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

#### B. Course Selection:

1. At Step 7, “Select Curriculum”, provide an answer for each of the questions about: Human Subjects Protection (IRB), Institutional/Signatory Officials, Vertebrate Animal Research Training Courses (IACUC), Responsible Conduct of Research (RCR), Conflicts of Interest (COI), and Export Compliance, as applicable.
2. At Step 7, Question 3, “Vertebrate Animal Research Training Courses”, select “Yes” if you are working with vertebrate animals.

See screenshot below:



**Question 3**

**Vertebrate Animal Research Training Courses**

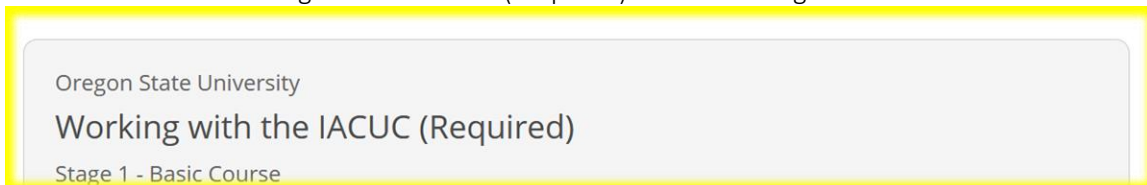
Will you be participating in studies that use animals? If so, select “Yes” below and you will be enrolled in the required “Working with the IACUC” course.

Yes

No

Many other animal-related courses are also available. These are recommended if they apply to you, but are not required.

3. Select the “Working with the IACUC (Required)” course to begin:



Oregon State University  
**Working with the IACUC (Required)**  
Stage 1 - Basic Course

4. Upon successful completion of a CITI course, you will be notified by email automatically. This may take 24 hours. The [Animal Program Office](#) will also be notified if you affiliated with Oregon State University. Please **keep** your CITI completion notifications, and provide copies **to your supervisor**

2. **Animal Exposure Program- Occupational Health Services (OHS) [form submission](#) & clearance Prerequisite.** *OHS clearance is required before the start of activities.*

**A. Questionnaire completion steps**

1. The Supervisor completes Part 1
2. Then the Participant completes Part 2
3. The Participant submits the confidential document to the OCM unit in Student Health Services, *per form instructions*
4. Occupational Medicine (OCM) provides medical review and notification of clearance

Note: **PI's and Supervisors** can initiate Program Enrollment online for **new** participants using the DocuSign submission option. The PI or Supervisor **must** be the person to initiate this e-form process;

If you are a PI/Supervisor **and** the enrollee, enter your name twice on the Powerform Signer page.

**C. Participant categories**

1. OSU Employee Participants
  - Submit initial questionnaire review upon request
  - Submit annual update questionnaire each year to maintain clearance for animal-related activities
2. Non-Employee Participants:
  - Submit non-employee questionnaire for review & clearance
  - Submit 3-year update questionnaire to maintain clearance for animal-related activities
3. Students participating in animal activities as part of a class:
  - Instructor provides information materials: "Animal Activities & Your Health".
  - Instructors provide education and training for specific species, procedures, risks, and safety procedures.

Contact [Occupational Health Services](#) with related questions.

### 3) Targeted Training/Skill Verification

**1. Protocol-specific work/activities**

**Required** for all Protocol participants before start of activities.

The PI/Supervisor must provide training and/or skill verification for: Protocol-specific species care, handling, and animal well-being considerations; procedures/techniques, facilities/environments, potential hazards (including zoonoses), safety procedures

- Participant's skills for working with animals and performing procedures must be verified as appropriate for the animals and activities involved, prior to independent work
- Training records must contain adequate activity descriptions and must be accessible

**2. Facility/Animal- Specific Training**

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

- Supervisor or facility manager-directed training of facility- and animal- specific procedures & hazards
- Training records must contain adequate activity descriptions and must be accessible

### 3. Class-specific Instruction & Training

*Required for all students before start of activities if hands-on animal activities are involved*

- The Instructor must notify students about the availability of medical consults at Student Health Services
- A short slide deck is available for instructors to present this information; contact the IACUC office or website for a copy

**The instructor must provide instruction & training for:**

Protocol-specific species, animal well-being considerations, procedures/techniques, facilities/environments, potential hazards (including zoonoses) & safety procedures.

- Instruction & training must be documented and accessible
- The **syllabus** can be used as documentation if there is adequate description of instruction & training related to Protocol activities.

### 4. Additional instruction options

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)
2. [Procedures with Care](#) – video instruction of lab animal procedures
3. Additional resources are available. Contact LARC or the Animal Program office.

### 5. Hands-on instruction & training

Hands-on training may begin after the participant has completed prerequisite requirements and has been added to an IACUC Protocol.

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 staff
- 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.
  - Verification of Participant's previous experience and current 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.

### Definitions:

1. **Program** – shortened from "OSU Animal Care and Use Program".
2. **Program Participant** – all participants exposed to animals
3. **Animal Exposure** – exposure to animal tissues, live animals, related allergens, and/or waste products
4. **Animal Care & Use Education (ACUE)** – Program courses; "Working with the IACUC" is required
5. **Protocol** – Animal care and use form; requires review and approval from IACUC
6. **Protocol Participant** – all participants listed on an IACUC Protocol
7. **PI** – Principal Investigator, the first person listed on an IACUC Protocol; responsible for all Protocol activities & participants
8. **IACUC** – Institutional Animal Care & Use Committee; a local oversight board that reviews animal care and use activities for approval
9. **APO**: Animal Program Office- within the Office of Research Integrity; administrative support for the IACUC
10. **CITI** – An online vendor that provides educational modules related to Program requirements
11. **Animal Exposure Program (AEP)** – one of OSU's occupational health and safety programs  
Includes 3 parts: (1) medical questionnaire review (OHS); (2) program-wide instruction on animal-related hazards and safety procedures (EH&S); and (3) activity-specific instruction/training on hazards and safety procedures (PI/Instructor/Supervisor)

12. **EH&S** –Environmental Health & Safety unit
13. **OHS** - Occupational Health Services housed at Student Health Services
14. **Employees** – those who are employed by OSU, including student employees
15. **Non-employees** – all participants who are not employed by OSU. This category includes volunteers, courtesy/affiliate/emeritus/visiting faculty, consultants, vendors
16. **Student Protocol Participants** – students listed on an IACUC protocol
17. **Student Class Participants** – students exposed to animals via class activity that involves animal exposure