Marquette University Animal Care and Use Training Program with Continuing Education

**Initial Training**

Initial training for any member of the Marquette University IACUC committee will include:

1. Being provided a copy of the following:
   b. OLAW – Public Health Service Policy on Humane Care and Use of Laboratory Animals
   c. USDA – Animal Welfare Act and Animal Regulations
   d. OLAW – Institutional Animal Care and Use Committee Guidebook
   e. Provided a copy of the Marquette University PHS Assurance Statement
   f. The Program Description for the Animal Care and Use Program at Marquette
   g. The Marquette IACUC Policies and Procedures Document – which includes the IACUC’s role and responsibilities, criteria for IACUC membership, IACUC authority, and protocol review process, etc.
   h. Membership to the CITI University of Miami training modules – Completion of the Essentials for IACUC Members training module. If a community member, completion of the community member training module.
   i. Access to the AALAS Learning Library

2. A tour of the Marquette University Animal Facilities and orientation with the Animal Resource Center Director or Supervisor.

3. Reading the Animal Care and Use Manual and completing and passing an exam associated with the training manual.

4. Occupational Health and Safety Training:
   a. Mandatory enrollment in the Occupational Health and Safety Program by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment”.
      i. Renewal of Occupational Health and Safety information is mandatory each year by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment Annual Follow-up” form.

**Continuing Education Component**

Continuing education and training for IACUC members usually occurs throughout the year. The objectives of providing ongoing training for IACUC members is to increase their knowledge, understanding, and awareness of current laws and regulations, new directives, best practice guidelines and institutional policies. Annual continuing education is a requirement for anyone serving on the IACUC. Training records will be kept on file in the Office of Research Compliance. Continuing education and training for IACUC members can be achieved by any of the following (this is not an inclusive list but, provides examples);
Faculty, staff and students involved in vertebrate animal-based research, teaching or outreach

Initial Training

Initial training for any faculty, staff, and students involved in vertebrate animals will include:

1. Attend a Marquette University Animal Care and Use Training session that is provided by the Animal Resource Center Director or Supervisor.
   a. Watch the initial PowerPoint presentation that is provided
   c. View the Bio-methodology CDs that are appropriate to the species used
      i. Training in Basic Bio-Methology for Lab Rats
      ii. Training in Basic Bio-Methology for Mice
   d. Complete the Animal Resource Center Facilities Training
      i. Includes training in CO₂ euthanasia
   e. Complete hands-on training/handling with rats or mice

2. Occupational Health and Safety Component
   a. Mandatory enrollment in the Occupational Health and Safety Program by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment”.
      i. Renewal of Occupational Health and Safety information is mandatory each year by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment Annual Follow-up” form.

3. CITI Component – If the trainee has never completed a CITI “Working with the IACUC” course it must be completed at this time. Completion of the course will be concluded with a passing score on the associated exam.
   a. Renewal
      i. Every three (3) years all users must take the CITI “Working with the IACUC” refresher course.

Continuing Education Component

Continuing education and training for faculty, staff and students involved in vertebrate animal-based research, teaching or outreach usually occurs throughout the year. One (1) hour of continuing education is required annually. The objectives of providing ongoing training is to increase their knowledge, understanding, and awareness of current laws and regulations, new directives, best practice guidelines and institutional policies. Training records will be kept on file in the Office of Research Compliance.
Continuing education and training can be achieved by any of the following (this is not an inclusive list but, provides examples):

a. Attend a training session offered by the Animal Resource Center.

b. Attend an outside conference/seminar with topics applicable to animal care and use/research at Marquette. Provide the conference/seminar information to the Office of Research Compliance for record keeping.
   
   i. Conference/seminars should focus on one or more of the following:
   
   ▪ Application of the 3 R’s (Replacement, Refinement, Reduction)
   ▪ Laboratory Animal Welfare
   ▪ Regulatory Aspects of Animal Care and Use

c. View and on-line live or recorded webinar
   
   i. The IACUC will provide an approved list of webinars annually from OLAW, AAALAC, PRIM&R, etc.
   
   ii. Webinars should focus on one or more of the following:
   
   ▪ Application of the 3 R’s (Replacement, Refinement, Reduction)
   ▪ Laboratory Animal Welfare
   ▪ Regulatory Aspects of Animal Care and Use
   
   iii. Webinar documentation must be provided to the Animal Resource Center for review and approval.

d. CITI University of Miami training modules. Complete a CITI training module with a passing score on the associated exam. Refer to the “IACUC Approved Continuing Education Training Materials” for further reference.

e. Presenting your research to the Animal Resource Center students and staff.

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**Visitors to Marquette University – visiting scientists, investigators, faculty or students who will handle vertebrate animals at Marquette**

**Initial Training**

Initial training for any visiting scientists, investigators, faculty or students who will handle vertebrate animals at Marquette will include:

1. Attend a Marquette University Animal Care and Use Training session that is provided by the Animal Resource Center Director or Supervisor.
   
   a. Provide proof of completed training from the Visitor’s Institution within the past 3 years.
   
   b. If proof cannot be provided, there has been no previous training, or training has been greater than 3-5 years than complete the steps below.
   
   i. Watch the initial PowerPoint presentation that is provided
   
   
   iii. View the Bio-methodology CDs that are appropriate to the species used
   
   1. Training in Basic Bio-Methodology for Lab Rats
   
   2. Training in Basic Bio-Methodology for Mice
   
   iv. Complete the Animal Resource Center Facilities Training
   
   1. Includes training in CO₂ euthanasia
v. Complete hands-on training/handling with rats or mice

2. Occupational Health and Safety Component
   a. Mandatory enrollment in the Occupational Health and Safety Program by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment”.
      i. Renewal of Occupational Health and Safety information is mandatory each year by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment Annual Follow-up” form.

Continuing Education
Complete continuing education by following the steps above for faculty, staff and students involved in vertebrate animal-based research, teaching or outreach or provide documentation of continuing education from your home institution.

Visitors to Marquette University – visiting scientists, investigators, faculty or students who will not handle vertebrate animals at Marquette and will work under the direct supervision of an animal user as defined above for a limited time period (less than 30 days) or individuals brought through the animal facility by a Marquette PI or ARC staff member for pre-employment tours, laboratory tours or any other brief accompanied visit during which they will have minimal or no contact with animals

Initial Training
Initial animal care and use training and facility orientation are not required as long as the visitor will not be at Marquette for less than 30 days. If the visitor is here for longer they will be required to go through the training as listed above for visitors that will handle animals.

Occupational Health and Safety Training
This component is required.
1. The Visitor must complete the “Occupational Health & Safety Information for Animal Facility Guests” form before entering the ARC facility if the visitor is on campus for less than 30 days.
2. If the visitor is on campus for more than 30 days mandatory enrollment in the Occupational Health and Safety Program by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment” is needed.

Students who come into contact with animals as part of an instructional activity or class

Initial Training
No facility training is required for students that have contact with animals as a part of a class or instructional activity. ARC Management staff is required to discuss the Whistleblower protection
statement as well as the Public Notice Statement to the student class. This should be incorporated into the class syllabus.

**Occupational Health and Safety Training**

1. Mandatory enrollment in the Occupational Health and Safety Program by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment”.
   a. Renewal of Occupational Health and Safety information is not needed in this instance as the class is only for one semester.

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**Animal Resource Center Staff and Students**

**Initial Training**

Initial training for any Animal Resource Center staff and students animal technicians will include:

1. Attend a Marquette University Animal Care and Use Training session that is provided by the Animal Resource Center Director or Supervisor.
   a. Watch the initial PowerPoint presentation that is provided
   c. View the Bio-methodology CD
      i. Training in Basic Bio-methodology for Lab Rats
   d. Complete the Animal Resource Center Facilities Training
      i. Includes training in CO₂ euthanasia
      ii. Includes a complete tour of both Animal Resource Center facilities (Schroeder and Wehr)
   e. Complete hands-on training/handling with rats or mice
   f. Complete a facility and position orientation
      i. Will include new hire paperwork and well as provided a copy of the Animal Resource Center Student Employee Handbook, a copy of the current Animal Resource Center Risk Assessment, and an
      ii. in-depth comprehensive facilities tour.
   g. Complete a one week shadow training with an experienced animal technician for further training.
      i. This training with an experienced Animal Resource animal technician will include hands on training on proper animal husbandry techniques.

2. Occupational Health and Safety Component
   a. Mandatory enrollment in the Occupational Health and Safety Program by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment”.
      i. Renewal of Occupational Health and Safety information is mandatory each year by completing the “Laboratory Animal Contact Questionnaire and Risk Assessment Annual Follow-up” form.
3. CITI Component – ARC full-time and part-time staff will be required to participate in the Working with the IACUC course as well as animal-specific courses and will complete the course with a passing score on the associated exam. Other course are offered as electives for ARC full-time and part-staff. For ARC student staff students will be required to participate in the animal – specific courses (rats and mice) and will complete the course with a passing score on the associated exam.

**Continuing Education Component**

Continuing education and training for any Animal Resource Center staff and student animal technicians usually occurs throughout the year. The objectives of providing ongoing training is to increase their knowledge, understanding, and awareness of current laws and regulations, new directives, best practice guidelines and institutional policies as well as husbandry skills. One (1) hour of continuing education is required annually. Training records will be kept on file in the Animal Resource Center administration office. Continuing education and training can be achieved by any of the following (this is not an inclusive list but, provides examples):

f. Attend a training session offered by the Animal Resource Center.

g. View and on-line live or recorded webinar

   i. The IACUC will provide an approved list of webinars annually from OLAW, AAALAC, PRIM&R, etc.

   ii. Webinars should focus on one or more of the following:

       - Application of the 3 R’s (Replacement, Refinement, Reduction)
       - Laboratory Animal Welfare
       - Regulatory Aspects of Animal Care and Use
       - Husbandry
       - Animal Health and Management

   iii. Webinar documentation must be provided to the Animal Resource Center for review and approval.

h. CITI University of Miami training modules. Complete a CITI training module with a passing score on the associated exam.

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**Any animal user, (PI, lab staff, student staff) that will be conducting survival or non-survival surgeries on animals**

**Initial Training**

This training module is in addition to the Animal Care and Use Training module that is specific to PIs, lab staff, and student staff that will be conducting survival or non-survival surgeries. All surgeons must participate in this training module. Training will include:

1. Meet with the ARC Director or Supervisor to participate in the “Rodent Surgical Training Session”.

   a. This will include a PowerPoint presentation on the basics of rodent surgical training
   b. View the NIH DVD on “Training in Survival Rodent Surgery”.
   c. Complete isoflurane vaporizer training if appropriate.
   d. Meet with the consulting veterinarian to review anesthesia, analgesia, suturing, etc. if appropriate.
2. Occupational Health and Safety Component – all participants will already be enrolled in the Marquette Occupational Health and Safety Program at the time of surgical training.

Laboratory Training
The initial training received does not replace species specific as well as procedure specific training that is to be conducted by the PI or PI designee. Continued surgical training is required by the lab and must be documented in the lab’s training folder.

CITI Component – All surgeons will be required to participate in the “Post-Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress” course and will complete the course with a passing score on the associated exam.

Continuing Education Component
The objectives of providing ongoing training for surgeons is to increase their knowledge, understanding, and awareness of current laws and regulations, new directives, best practice guidelines and institutional policies on survival and non-survival surgeries. Training records will be kept on file in the Office of Research Compliance. Continuing education and training must be related to a topic of animal surgery.

Any animal user, (PI, lab staff, student staff) that will be working with biohazardous materials in live animals. This will involve any work in live animals that will need the approval of the Marquette University Biosafety Committee

Initial Training
Initial training will be conducted by any one of the methods described above.

Laboratory Training
Laboratory training is mandatory and must be conducted by the PIs or their designee according to laboratory SOPs and/or as training is outlined in approved IBC protocol. Laboratory training must be recorded and available during inspections.

CITI Component – Any animal user that will be working with biohazardous materials in live animals will be required to participate in the “Animal Biosafety” course and “Initial Biosafety Training” course and will complete the course with a passing score on the associated exam.

Continuing Education Component
The objectives of providing ongoing training for surgeons is to increase their knowledge, understanding, and awareness of current laws and regulations, new directives, best practice guidelines and institutional policies on the use of biohazardous materials in live animals. Training records will be kept on file in the Office of Research Compliance. Continuing education and training must be related to a topic of biohazards or biohazard safety.
Failure to comply with the above training requirements

1. Handling animals without appropriate initial training will result in;
   a. Non-Compliance with protocol
   b. Protocol suspension
   c. Reportable to OLAW and AAALAC International

2. Failure to comply with Occupational Health and Safety requirements;
   a. Access to the animal facility is either restricted or revoked

3. Failure to complete continuing education requirements
   a. Access to the animal facility is either restricted or revoked
   b. PI will receive a warning that continuing education requirements have not been met when they submit an annual renewal, 3-year renewal, or new protocol