



CHAPMAN UNIVERSITY

Institutional Animal Care and Use Committee

Guidelines and Procedures

Granting Animal Facility Access

Overview

All personnel requesting animal facility access, being added to an animal protocol, and/or working with animals for research, teaching, and/or testing at Chapman University must be adequately trained, educated, and qualified in the principles of animal science and safety. Personnel are expected to be trained in the specific procedures which they perform with the species of animals being used, as well as their roles and responsibilities in ensuring the humane care and use of animals. Personnel must also be educated about the University's principles, policies, and procedures governing the use of animals.

This guidance document, from the Chapman IACUC, summarizes the principles, obligations, and requirements about training to work with animals, be added to an animal protocol, and gain animal facility access. Additional and more specific documents are applied at the animal usage level, such as facilities and labs.

Procedure

Training requirements for all personnel involved in requesting animal facility access, and animal care and use, are determined by Chapman's IACUC. The IACUC expects that all persons listed on an IACUC protocol or otherwise involved in animal care and use will meet the following requirements:

1. Participate in safety and occupational health training, including the LAOHP.
2. Complete all LearnUpon training modules assigned by EH&S.
3. Complete the appropriate CITI modules according to the role(s) being performed. If the individual serves two or more roles (e.g., PI and IACUC member) the individual must complete both sets of modules. The specific courses required are listed below.
4. Receive specific facility training (e.g., Rinker Vivarium, Hashinger Aviary, wildlife site) from a responsible authority such as the Vivarium Manager or PI.
5. Receive specific training for appropriate husbandry, handling, treatment, anesthesia, analgesia, and euthanasia from a responsible authority such as the vivarium manager or PI.
6. Receive specific equipment training if planning on using them (i.e., CT Imager, MRI, treadmill, etc.)

After all training is completed, an amendment can be submitted to add new animal users and then be reviewed and approved by the IACUC Office. **After protocol amendment approval, facility access will be granted.**

To get started, please email the IACUC Office (iacuc@chapman.edu) and request access to LearnUpon and CITI training. The IACUC Administrator will provide all instructions on how to proceed.

Training for Animal Users

The specific courses required for animal users, and PIs, are listed as follows:

1. **LearnUpon Online Training:** LearnUpon is an online learning management system that has been customized specifically for researchers at Chapman University.
 - Lab Animal Occupational Health Program
 - Introduction to Laboratory Safety – Part A
 - Introduction to Laboratory Safety – Part B
 - Hazardous Waste Training

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- Chemical Storage and Compatibility
 - Bloodborne Pathogen Safety Training
 - Autoclave Safety Training
 - Radiation Safety Training
 - Formaldehyde Safety in the University Laboratory
 - Isoflurane Safety
2. **CITI Online Training:** The Collaborative Institutional Training Initiative (CITI Program) is a leading provider of research education content. The CITI Program was established in 2000 to provide training content in areas related to animal research including Animal Care and Use (ACU) and Biosafety/Biosecurity (BSS), as well as on other regulatory compliance topics like Conflicts of Interest (COI) and Responsible Conduct of Research (RCR). Access to these courses has been arranged for Chapman University faculty, researchers and staff courtesy of the Office of Research and Sponsored Programs Administration.
- Chapman Intro to Animal Care “101” for Investigators (**mandatory** for all)
 - Working with Mice in Research Settings (if applicable)
 - Working with Rats in Research Settings (if applicable)
 - Working with Zebrafish (*Danio rerio*) in Research Settings (if applicable)
- Online modules and associated quizzes require a passing score of 80% for personnel to be certified.
3. **Animal Facility Training:** All persons requesting access to the Rinker Health Science Campus (RHSC) Vivarium or Hashinger Aviary, who will be working with live animals, must complete the mandatory Access Authorization Form and animal facility training prior to access being granted. Animal facility training consists of multiple parts:
- Attend facility orientation
 - Complete hands-on training including anesthesia and euthanasia training

Rinker Health Science Campus Vivarium

- Additional training is required for the following before access to associated areas is approved: breeding, chemical/biological hazards, behavior, controlled substances, and immunocompromised work
- **Note:** Specialized equipment training may be completed after access is granted; however, equipment training must be completed before related work on an approved protocol may be attempted

To enroll in Animal Facility training, please contact the appropriate facility manager and/or PI:

- Rinker Vivarium Manager: Kimberly Suh (ksuh@chapman.edu)
- Hashinger Aviary: Patricia Lopes (lopes@chapman.edu)

Training for Non-Animal Users

There are cases in which non-Animal users must access the animal facilities (e.g., Public Safety, EH&S, Custodial services, cell work using facility equipment). The specific courses required for non-animal users are listed as follows:

1. **LearnUpon Online Training:**
 - Lab Animal Occupational Health Program (LAOHP)

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2. **Animal Facility Training:** **All** non-animal users requesting access to the Rinker Health Science Campus (RHSC) Vivarium or Hashinger Aviary, must complete the mandatory Access Authorization Form and complete animal facility training. Facility training consists of:
 - Animal Facility Orientation
 - **Note:** Specialized equipment training may be completed after access is granted; however, equipment training must be completed before related work may be attempted

Retraining

Because things are forgotten and processes change, **retraining is a requirement** of the Chapman training program while working with animals:

1. CITI training is valid for three years. While CITI sends notifications to individuals to renew their training, individuals are responsible for maintaining current training.
2. All personnel involved in animal care and use, and all IACUC members and staff must complete the appropriate and required CITI modules every three years.
3. The IACUC may ask animal care and use staff to refresh their training.
4. Safety training through the LAOHQ (Lab Animal Occupational Health Questionnaire) self-assessment process is obligated on an annual basis.
5. Failing to keep training up to date can result in loss of privilege to conduct tasks with animals. The IACUC will consider suspensions and reinstatements on a case-by-case basis.
6. Facility and equipment specific training must re-occur at least every 3 years, however, it is encouraged for all users to attend any training refresher as offered throughout the year (i.e., group equipment training)

Safety Considerations

Revoking Access

Access is revoked when the following occurs:

1. Separation from the University
2. Closure of an active animal protocol
3. Losing PI eligibility, or
4. Being removed from an active protocol.
 - a. Researchers **should** remove personnel from the protocol within 30 days of separation from the project.

The IACUC has the authority to remove access from any student, staff, faculty, administrator, or external collaborator. Continued non-compliance with facility rules and/or departure from approved animal procedures may result in access being revoked.

Entrance Doors

Entrance doors should never be propped open. Holding the door for others is never allowed; all must swipe to enter the facility, and swipe to exit, as unknown persons pose a danger to personnel and may disrupt on-going research. Additionally, in case of an emergency, a list of users who swiped their ID cards, and entered the facility, can be generated.

Visitors

Chapman University does not allow visitors to receive direct animal facility access. If anyone would like to visit the animal facilities, the appropriate facility manager must be contacted for approval. All visitors must be escorted by an approved user with authorized facility access. If you have any questions

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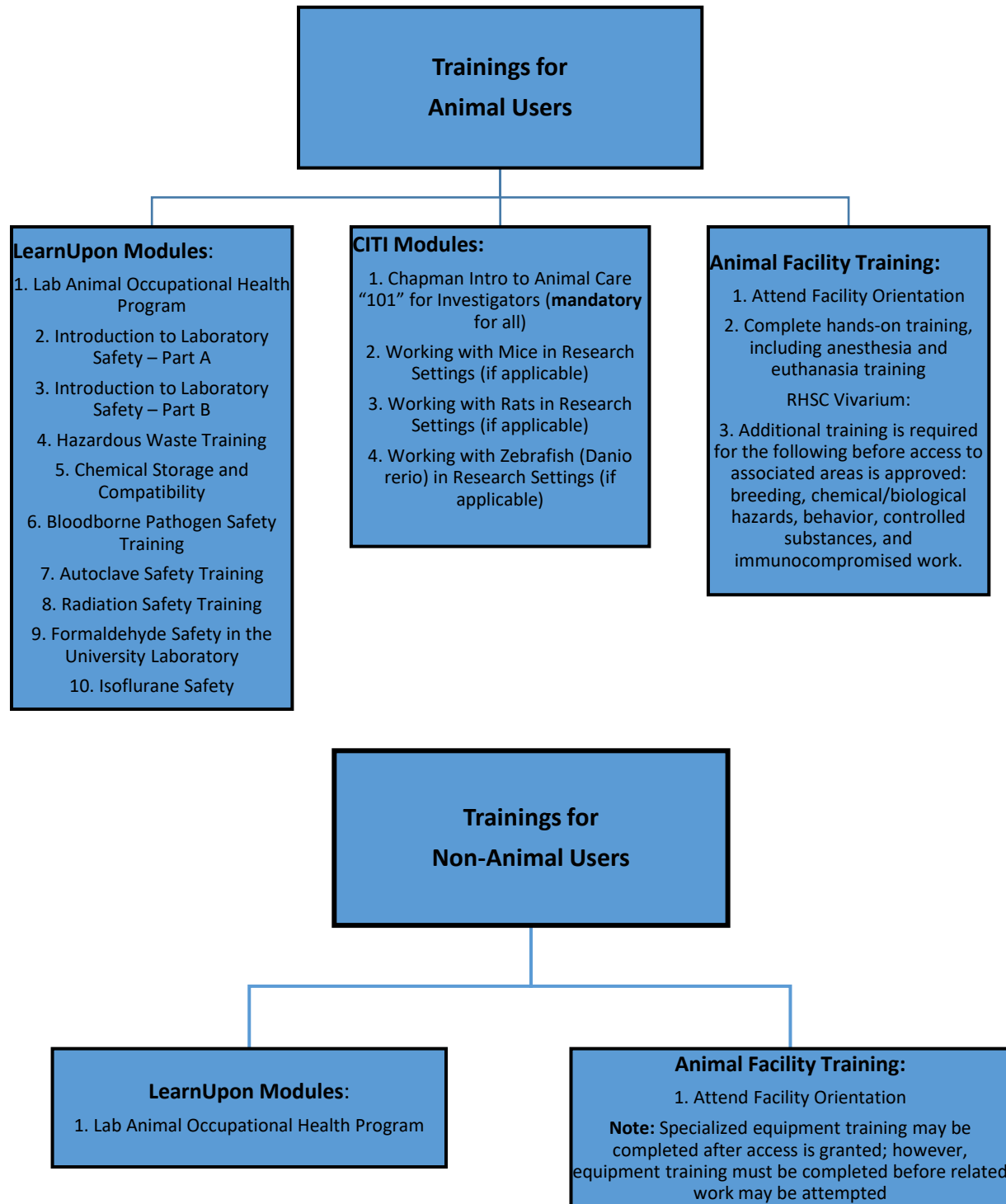


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regarding visitors, please contact the Vivarium Manager (Rinker Health Science Campus Vivarium) and/or PI (Hashinger Aviary) (ksuh@chapman.edu and/or lopes@chapman.edu).



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