DOWNSTATE
HEALTH SCIENCES UNIVERSITY

POLICY TITLE: IACUC Training Requirements	Policy No.: CW-IACUC-05 Version: 4.0
Original Implementation Date: 6/7/2021	Page 1 of 5 Next Review Date: 2/16/2029
Prepared By: Office of the IACUC	Approved By: 2/17/2026

1.0 Purpose:

This document outlines the requirements and responsibilities to ensure that all personnel, including principal investigators (PIs), at SUNY Downstate Health Sciences University who work with animals in research are adequately trained and qualified to ensure humane methods of animal experimentation, proper care and handling of animal species (including euthanasia), and appropriate use of anesthetics, analgesics, and tranquilizers.

2.0 Policy:

The Animal Welfare Act, Animal Welfare Regulations, Public Health Service Policy on Humane Care and Use of Laboratory Animals and, the Guide for the Care and Use of Laboratory Animals require all individuals working with animals in research and teaching to be adequately trained and qualified. Meeting the SUNY Downstate IACUC training requirements ensures that all research personnel and PIs comply with the regulations related to personnel training as outlined in federal law and below. PIs and personnel must complete all of the following in order to be added to a protocol and these must be done prior to submission of a personnel amendment in order to facilitate approval and decrease turn-around-time.

3.0 Definitions:

3.1. Investigator: Principal Investigator (PI), co-Principal Investigator, or any other person, regardless of title or position, who is responsible for the design, conduct or reporting of research.

3.2. Protocol personnel, animal users, staff and trainees, such as postdoctoral fellows, graduate and medical students, residents and fellows, and technicians who perform research tasks (including, but not limited to: collect data, handle data, enter data into an electronic capturing system, perform experiments, implement a protocol) under supervision of the PI but are not responsible for the design/conduct/reporting of research.

4.0 Responsibilities:

The IACUC requires that all personnel listed in an animal use protocol have basic IACUC training. All personnel named on a protocol—Principal Investigators, researchers, including students, lab techs, visiting scholars, and affiliates—are required to complete the IACUC training requirements prior to approval and involvement in any animal research. At SUNY Downstate Health Sciences University, this is the responsibility of the PI.

5.0 Procedures/Guidelines:

5.1. **Occupational Health and Safety Assessment/Clearance:** Personnel with exposure to research animals/ animal tissues/ body fluid are required to visit Downstate Employee Health Services and enroll in the Downstate Occupational Health and Safety Program before access to animal

facilities is granted. Elements of the program include identification of hazards related to assigned tasks, individual and annual health assessment to determine and evaluate personal risk, and proper training for the use of Personal Protective Equipment (PPE), specialized facilities, and equipment. The PI is responsible for ensuring that all with exposure to research animals/ animal tissues /body fluid participate in the Occupational Health and Safety Program, completing initial and annual health assessments.

5.2. Contact Student/Employee Health Services (S/EHS) at 718-270-2018 to schedule an in-person visit or send email to studenthealth@downstate.edu

5.3. When visiting Student/Employee Health Services (S/EHS) at 440 Lenox Road, Apt. 1S, new personnel need to bring these items with them as part of their assessment:

- Documentation of tuberculosis screening within the past year – if available or not on file with S/EHS
- Immunization records for tetanus and measles-mumps-rubella-varicella (MMRV) if available or not on file with S/EHS.

5.4. Complete the New Scientist Questionnaire which captures this assessment for new animal users. S/EHS medical clearance can be documented with the S/EHS physician, nurse, or employee signature on section 7 of the New Scientist Questionnaire or submission of a completed S/EHS Downstate Health Clearance Form or Annual Health Assessment Form.

5.5. All health information is confidential. Personal health information must not be submitted to the IACUC. The IACUC will verify that all individuals listed on an IACUC protocol are up to date with their enrollment in the program. Submit medical clearance documentation to IACUC@downstate.edu

5.6. **Online CITI Program Training:** All research personnel, including PIs, must successfully complete the CITI modules on the CITI website, https://about.citiprogram.org/en/homepage

5.7. First time users must register online with CITI Program. All personnel are required to complete every three years:

i. Basic Module for IACUC Group 1: Researchers (faculty and lab staff) or
Basic Module for IACUC Group 6: Students working with animals
ii. Species-specific Modules for which species they are working with
iii. Aseptic Surgery Module for all personnel performing survival or terminal surgery

5.8. **Division of Comparative Medicine (DCM) Animal Facility Orientation:** An orientation to the DCM animal facility is also provided prior to being granted access through swipe access ID cards. Multiple topics are covered during facility orientation, some of which are species-specific. DCM is solely responsible for granting access to the animal facility independent of the IACUC Office. Personnel can sign up for a facility orientation by sending a message to DCM@downstate.edu or DCM-Training@downstate.edu

5.9. **Hands-on Wet Lab Training:** The DCM veterinary staff provides hands-on wet lab training for species-specific animal handling and routine animal manipulations and procedures. Occupational health clearance, online laboratory safety training, and online CITI trainings must be completed prior to attending wet lab training. Wet lab training must be completed for each

species used by personnel who are associated with new and 3-year renewal protocols and amendments adding new procedures (e.g., oral gavage, blood collection techniques, surgery).

The training topics include, but is not limited to:

- Anesthesia administration and monitoring
- Post-operative monitoring
- Substance administration techniques
- Blood collection techniques
- Common methods of euthanasia
- Principles of aseptic surgery for protocol personnel who have direct contact with laboratory animals.

Individual or small group hands-on training sessions are tailored to meet individual needs. The IACUC and DCM recognize that many researchers have previously received extensive training and are proficient with the applicable procedures and techniques. In these instances, their training can be streamlined by having individuals demonstrate their proficiency with specific procedures and techniques as a skills assessment during their wet lab training.

Animal users working with animals at Downstate prior to March 2014 are exempt from the hands-on wet lab training for that species, unless a new procedure or technique is added to the protocol for which the user is not proficient. DCM is available to accommodate additional training requests by users at any time. Animal users sign up to schedule species-specific wet-lab courses. For additional questions, personnel should contact the DCM training department by email, DCM@downstate.edu or DCM-Training@downstate.edu .

5.10. **Laboratory Safety Training:** All personnel working with animals are also required to complete online Laboratory Safety Training annually. The IACUC requires this for new scientists (included within the New Scientist Questionnaire), and the Principal Investigator is responsible for ensuring all personnel complete this annually. The laboratory safety training covers a variety of topics, including:

- Personal Hygiene – How to reduce the risk of contamination to the person as well as surfaces, other personnel, and other animals
- Personal Protective Equipment (PPE) – How to properly select and use personal protective equipment such as gloves, eye wear, lab coats, respirators, etc.
- Hazardous Agent Use – Proper Use of Hazardous agents approved by the Institutional Biosafety Committee
- Other Hazardous Materials – Information regarding other hazardous substances such as chemicals and radiation used within the work area. This may include the safety data sheets, personal protection and other pertinent safety information
- Injury and Illness Prevention – Inform all personnel on the information contained in the Material Safety Data Sheet (MSDS), the evacuation plan, and the availability of pertinent employee health and safety services, etc.

- Blood-borne Pathogens– How to take the necessary precautions when working with blood-borne pathogens, and what procedures to follow when possible contamination has occurred.

To view the training module, send an email to request a link to Environmental.Safety@downstate.edu Individuals will receive a personalized link to the EH&S Training platform. A certificate will be awarded upon completion. Email a copy of the EH&S Lab & Safety certificate or proof of completion to IACUC@downstate.edu

5.11. **Occupational Health and Safety Questionnaire:** The Animal Use Health Questionnaire is part of our Occupational Health and Safety Program, and is a legal requirement of our assurance with the Office of Laboratory Animal Welfare (OLAW) of the National Institute of Health. The questionnaire is required annually. Medical evaluations and visits to Employee Health Services are conducted by qualified occupational health professionals. Personal health information (PHI) is confidential. Only confirmation of completion of the online questionnaire and documentation whether personnel is medically cleared or not is provided to the IACUC. In addition to completion of the Animal Use Health Questionnaire, all NHP and bat users working on an approved IACUC protocol, must maintain their medical clearance annually. Individual due dates will vary.

5.12. **Training Frequency Table:**

Course/Module Name	Once	Every Year	Every 3 Years
CITI – Basic IACUC Module Course Group 1: Researchers (faculty and lab staff) or CITI – Basic IACUC Module Course Group 6: Students (Working with animals)			X
CITI – Species Specific Course			X
CITI – Aseptic Surgery Module (for personnel performing survival and terminal surgery)			X
DCM Animal Facility Orientation	X		
DCM Hands-on Wet Lab Training (refreshers as needed)	X	X	
Occupational Health and Safety for Personnel with Animal Exposure		X	
EH&S Lab and Safety Training		X	

6.0 Additional Requirements for New and Existing IACUC Protocol Personnel:

6.1. Conflicts of Interest Disclosure Forms must be submitted by all funded and unfunded Investigators.

6.2. Any individual who is required to submit a Conflicts of Interest Disclosure Form must also complete Downstate's Research Compliance - Conflicts of Interest (COI) course. This pertains to all research staff who meet the COI definition of "Investigator" as identified by the Principal Investigator for each particular study. Disclosures are required in the following instances:

- Annual Disclosures: All Investigators must be submitted on an annual basis.
- A Research Initiated disclosure may be required when a new or amended application/award/study presents changes from the annual disclosure.
- New Disclosures: An updated Downstate Financial Disclosure Form must be submitted within thirty (30) days of a new Outside Activity or interest.

6.3. The IACUC may require specific trainings or skills-assessment to achieve the expected level of animal care or determine if a more hands-on training is necessary to educate the Principal Investigator and/or research team on certain techniques or surgical skills

6.4. Training records and requirements shall be completed to the satisfaction of the IACUC.

7.0 Related Documents:

7.1. IACUC Forms and New Scientist Questionnaire (https://www.downstate.edu/research/research-services/institutional-animal-care-use-committee/forms.html)

7.2. Voluntary Researcher Request form (https://www.downstate.edu/research/research-volunteers.html)

7.3. Student and Employee Health Forms (https://www.downstate.edu/education-training/student-services/student-health/forms.html)

7.4. Research Compliance and Training (https://www.downstate.edu/research/administration/compliance-training/index.html)

8.0 References:

- Animal Welfare Act Regulations (AWAR, 9 CFR, Chapter 1, Subchapter A)
- Health Research Extension Act of 1985 and Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals
- Guide for Care and Use of Laboratory Animals (Guide)
- OLAW FAQ G1(https://olaw.nih.gov/guidance/faqs#instresp_1)
- Downstate IACUC Website (https://www.downstate.edu/research/)

Revision History:

Revision	Author	Revisions Made	Effective Date
1	IACUC Director/IACUC	• Establishment of procedures as a new policy	6/7/2021
2	IACUC Director/IACUC IACUC Director/IACUC	• Defined IACUC training requirements, Updated steps, added table with frequency of training requirements.	9/13/2021
3	IACUC Director/IACUC	• Updated university logo, table, links to training, corrected typographical errors. Responsible parties defined. Background merged to section under purpose and policy. Added definitions.	9/16/2024
4	IACUC Director/IACUC	• Revision. Updated S/E Health information, Questionnaire description, policy format to campus wide policy document. Added COI training requirement and definition of investigator for the purpose of financial conflict of interest disclosures.	2/17/2026