



TITLE: Animal Care and Use Authorization and Mandatory Training

Purpose: This procedure defines the minimum training requirements for individuals who use or care for animals in teaching, research, and outreach at FIT.

Definitions:

- Animal users include: (i) all animal care staff/personnel responsible for routine animal care, including husbandry personnel, facility managers; (ii) faculty, staff, students, and volunteers involved in vertebrate animal-based research, teaching, or outreach (e.g., principal investigators, staff, students, volunteers involved in research or animal care, and students in courses requiring risk assessment); (iii) visitors to the University (e.g., visiting scientists, investigators, faculty, students, volunteers) who use vertebrate animals; (iv) all appointed IACUC members, including IACUC members meeting the federal regulatory definitions of unaffiliated and nonscientist members.

Affiliation status involves 2 categories: (i) FIT affiliated, which applies to those eligible for a FIT ID, and (ii) non-FIT affiliated, which applies to those not eligible for a FIT ID.*

PROCEDURE: The FIT IACUC requires all animal users at FIT and associated facilities to successfully complete the training requirements described in this procedure.

1. Required of ALL FIT animal users (as defined above):
 - a. Animal Contact Program risk assessment, which must be completed and evaluated before animal contact (Risk Questionnaire). “Animal Contact Program Enrollment” procedures describe who must complete this assessment.
 - b. All applicable, species-specific online CITI Program animal research courses: Working with the IACUC; and Wildlife Research, Working with Fish, Working with Mice, Working with Rats, Working with Amphibians, and/or Working with Reptiles depending on research area. (Note: animal care personnel that maintain exhibits are exempt from the Working with the IACUC course.)
 - c. Occupational health and safety modules for all applicable CITI animal research courses. (e.g., Working with Reptiles: Background, Research Mandates, Zoonotic Diseases, Occupational Health Considerations)
 - d. Training for animal users reauthorization is required every 3 years. Animal contact health risk assessments must occur every 3 years or when an individual experiences a change in health status or in the type of animal research performed.
 - e. Individuals who request to use a new species for which they have not been trained must complete species-specific course(s) administered by the online CITI Program for the species with which the individual will work.
2. Deadlines

- a. Animal Contact Program risk assessment must be completed before animal contact and renewed every 3 years. See the “Animal Contact Program Enrollment” procedures regarding whether enrollment in the occupational health program enrollment is necessary.
- b. Animal use training needs to be completed before animal contact.
- c. FIT-affiliated animal users not listed on protocols must complete the requirements described in section 1 of these procedures within 30 days of appointment to perform animal activities.
- d. FIT-affiliated animal users listed on protocols must complete the requirements described in section 1 of this procedure within 30 days of being added to an IACUC-approved protocol. Extensions for individuals named on protocols beyond 30 days must be requested through the Animal Welfare Program Manager. If individuals use or care for animals before completing the required training, they must work under the direct supervision of a supervisor who has completed the required training described in section 1 of this procedure.
- e. Non-FIT-affiliated animal users who have not received FIT training (e.g., visiting scientists, investigators, faculty, or students) must work under the direct supervision of the host Principal Investigator or a designee who has completed the required training. Non-FIT-affiliated individuals who intend to spend more than 30 days working with live vertebrate animals during that time must be listed on a FIT IACUC-approved animal care and use protocol and complete the required training described in section 1 of this procedure.

3. Consequences

Failure to fulfill the training requirements described in section 1 of this procedure and proceeding to perform hands-on work with vertebrate animals not under direct supervision of a qualified individual will be considered a protocol violation and treated as such (see procedure for “Protocol Non-Compliance”).

See also Animal Contact Program Enrollment.

*Affiliation status DOES NOT affect the ability to register within the free online training program (CITI). To register, visit www.citiprogram.org; enter Florida Institute of Technology for affiliation.

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