



# The University of Georgia

## Policy on Animal Care and Use Training and Continuing Education

The University of Georgia recognizes the need for training and ongoing continuing education for individuals who are providing oversight or who are directly responsible for the humane and ethical treatment of animals used in research and instruction. This training and continuing education are meant to foster expertise within these professionals and to meet regulatory and accreditation expectations for an appropriately trained animal research community, Institutional Animal Care and Use Committee (IACUC) and animal husbandry staff.

PHS Policy endorses the *Guide for the Care and Use of Laboratory Animals*, with an expectation that personnel are “adequately educated, trained, and/or qualified in basic principles of laboratory animal science” and that they also “also engage in continuing education activities.” It also asserts an expectation that “IACUC members are provided with training opportunities to understand their work and role.”<sup>1</sup>

The *Animal Welfare Act* outlines specific training topics that must be covered, including:<sup>2</sup>

- 1.) “Humane methods of animal maintenance and experimentation” including basic species-specific husbandry needs, proper handling and proper pre-procedural and post-procedural care.
- 2.) “The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress”
- 3.) “Proper use of anesthetics, analgesics, and tranquilizers”
- 4.) “Methods whereby deficiencies in animal care and treatment are reported”
- 5.) “Utilization of services available to provide information” on appropriate methods of animal care and use, alternatives to the use of live animals in research, methods to avoid unnecessary and unintended research duplication and the intent and requirements of the Animal Welfare Act.

For the purposes of this Policy, there are five different training programs that are meant to address the educational needs of five distinct learner groups:

- The Research and Instruction Training Program which addresses the needs of individuals that are listed on Animal Use Protocols
- The Institutional Animal Care and Use (IACUC) Training Program which addresses the needs of IACUC members and alternate members

- The University Research Animal Resources (URAR) Training Program which addresses the needs of animal husbandry personnel who work within animal facilities housed on UGA's central campus, under the direction of the Office of Research and those individuals that work in other facilities that are under the UGA AAALAC-accredited program (e.g. personnel at the Animal Health Research Center/AHRC, Poultry Diagnostic Research Center/PDRC and Oconee County Farms)
- The Non PHS-Accredited and Satellite Animal Husbandry Training Program which addresses the needs of animal husbandry personnel that work at satellite animal facilities under the oversight of UGA's IACUC
- The Animal Care and Use Administration Training Program which addresses the needs of administrators that have responsibilities with or to the Animal Care and Use Program

All five training programs are administered by the Training Core within the Office of Research Compliance (ORC). All five training programs receive oversight from UGA's IACUC.

**The Research and Instruction Training Program requires that all individuals who are listed on an Animal Use Protocol (AUP):**

- Initially (prior to being approved on an AUP) complete the "UGA IACUC 101" course, which is a UGA-customized course available online through the AALAS Learning Library (free access provided). This course provides information on the regulations and policies that govern the ethical use of animals in research and instruction.
- Every 3 years, complete the "UGA IACUC 101 Refresher" course, which is a UGA-customized course available online through the AALAS Learning Library (free access provided). This course provides a refresher and update on the regulations and policies that govern the ethical use of animals in research and instruction.
- Initially (prior to being approved on an AUP) complete the "Staying Healthy While Working with Animals" course, which is a UGA-customized course available through the AALAS Learning Library (free access provided). This course provides information on the occupational health risks associated with animal contact and ways in which those risks can be mitigated.
- Initially (prior to being approved on an AUP) and every 3 years, enroll in UGA's Research Occupational Health and Safety Program. They can enroll in this program at any time through completion of an Occupational Health Questionnaire. While enrollment is required, participation is not required. Declination of participation must be documented and can result in entrance limitations to certain animal facilities, inability to work with certain species or on certain high-risk projects.
- Every 3 years, complete at least 1 hour of continuing education credit **in addition to the "UGA IACUC 101" or "UGA IACUC 101 Refresher" course**. Initially, this CEU will be credited through the completion of the "Staying Healthy While Working with Animals" course listed above. After 3 years, the CEU can come from a repeat of "Staying Healthy While Working with Animals" but it can also come from any other animal-related

training, such as workshops, seminars, lectures, conferences or additional coursework in the AALAS Learning Library. Documentation of continuing education must be provided to the ORC Training Core for all training except coursework done through the AALAS Learning Library.

Failure to comply with the training requirements listed above, will result in withholding of approval for IACUC Protocols. The ORC Training Core Director reserves the right to determine whether activities are acceptable for continuing education credits and the allowable number of hours.

**The IACUC Training Program requires that all IACUC member and alternates:**

- Participate in an onboarding training session, which covers the regulatory, policy and accreditation expectations for humane animal use in research and instruction, the structure and function of UGA's Animal Care and Use Program and the expectations, roles and responsibilities designated to IACUC members.
- Initially complete the "UGA IACUC 101" course, which is a UGA-customized course available online through the AALAS Learning Library (free access provided). This course provides information on the regulations and policies that govern the ethical use of animals in research and instruction.
- Every 3 years, complete the "UGA IACUC 101 Refresher" course, which is a UGA-customized course available online through the AALAS Learning Library (free access provided). This course provides a refresher and update on the regulations and policies that govern the ethical use of animals in research and instruction.
- Initially and every 3 years, complete the "Staying Healthy While Working with Animals" course, which is a UGA-customized course available through the AALAS Learning Library (free access provided). This course provides information on the occupational health risks associated with animal contact and ways in which those risks can be mitigated.
- Initially and every 3 years, enroll in UGA's Research Occupational Health and Safety Program. They can enroll in this program at any time through completion of an Occupational Health Questionnaire. While enrollment is required, participation is not required. Declination of participation must be documented and can result in entrance limitations to certain animal spaces, thereby limiting inspection access.

Additional training opportunities for IACUC members include:

- Access to relevant literature including the *Guide for the Care and Use of Laboratory Animals*<sup>1</sup>, the *Animal Welfare Act and Regulations*<sup>2</sup>, the *Institutional Animal Care and Use Committee Guidebook*<sup>3</sup> and other informational sources as recommended or requested
- Webinars hosted by the Office of Animal Care and Use (e.g. NABR, USDA, OLAW, AALAS, etc.)
- IACUC Meeting training sessions and policy discussions

- IACUC-related conferences (e.g. PRIM&R)
- Other training activities offered by the ORC Training Core

**The URAR Training Program requires that all URAR personnel and other husbandry personnel working within the AAALAC-accredited program (e.g. personnel at the Animal Health Research Center/AHRC, Poultry Diagnostic Research Center/PDRC and Oconee County Farms):**

- Initially (prior to animal contact) complete the “UGA IACUC 101” course (1 CEU), which is a UGA- customized course available online through the AALAS Learning Library (free access provided). This course provides information on the regulations and policies that govern the ethical use of animals in research and instruction.
- Every 3 years, complete the “UGA IACUC 101 Refresher” course (1 CEU), which is a UGA- customized course available online through the AALAS Learning Library (free access provided). This course provides a refresher and update on the regulations and policies that govern the ethical use of animals in research and instruction.
- Initially (prior to animal contact) and every 3 years, complete the “Staying Healthy While Working with Animals” course (1 CEU), which is a UGA-customized course available through the AALAS Learning Library (free access provided). This course provides information on the occupational health risks associated with animal contact and ways in which those risks can be mitigated.
- Initially (prior to animal contact) and every 3 years, enroll in UGA’s Research Occupational Health and Safety Program. Participation is mandatory for this group. *(Personnel in strictly administrative roles, with no access to animals or animal spaces, are exempt from this requirement.)*
- Initially (within first 60 days of hire) and every 3 years, complete three online OSHA-based courses: 1.) Hazard Communication (1 CEU), 2.) Personal Protective Equipment (1 CEU), 3.) Back Safety (0.5 CEU). *(Personnel in strictly administrative roles, with no access to animals or animal spaces, are exempt from this requirement.)*
- Initially (within first 60 days of hire) and every 3 years, complete two online courses through the AALAS Learning Library which include one AALAS-created course 1.) Bloodborne Pathogens in Animal Research (1.5 CEU) and one UGA-customized course 2.) ABSA, Working at Animal BSL1, BSL2 and BSL3 (1 CEU). *(Personnel in strictly administrative roles, with no access to animals or animal spaces, are exempt from this requirement.)*
- Initially (within first 60 days of hire) and every 3 years, complete two live courses provided by program supervisors on 1.) Biological Safety Cabinet and Change Station Operation (1 CEU) and 2.) Cage Washer and Autoclave Safety (1 CEU). *(Personnel in strictly administrative roles, with no access to animals or animal spaces, and personnel who do not have this equipment at their facility (e.g. PDRC, Oconee County Farms) are exempt from this requirement.)*

- Initially (within first 60 days of hire) and every year, complete Disaster Training (1-2 CEUS) which is provided by program supervisors or the ORC Training Core through lecture, tabletop discussions or live drills. *(Personnel at the AHRC are exempt from this requirement because of their need for AHRC- specific Disaster drills that are overseen internally. Oconee County farms personnel are exempt from this requirement given that the facility is strictly agricultural.)*
- Initially (within first 60 days of hire) and every 3 years, complete two online courses through the AALAS Learning Library which include 1.) Concepts and Practices of Animal Biosafety: ABSL-2 and ABL-3 (1 CEU) and 2.) Working Safely with Laboratory Animals in Biocontainment (1.5 CEU). *(This requirement is limited to personnel within the AHRC and Veterinarians or Veterinary Staff that may need to access BSL-3 spaces.)*

In addition to the above requirements, persons within the URAR Training Program must also complete at least **15 hours of continuing education every year**. *(Personnel in strictly administrative roles, with no access to animals or animal spaces, are exempt from this requirement.)* Participation in the mandatory training courses will count toward this requirement as noted by the continuing education unit (CEU) denoted with the course. Duplicate courses will only receive credit once in a calendar year. Other continuing education hours can be obtained through:

- Completion of additional coursework on the AALAS Learning Library (CEU value as designated by AALAS)
- Participation in animal-related workshops, seminars and lectures
- Participation in animal-related conferences (e.g. SEAALAS, AALAS)
- Participation in animal-related webinars or online chats
- Participation in animal-related committees or workgroups
- Completion of AALAS Certification (see below)
- Other animal-related activities as approved by the ORC Training Core Director

Credit for continuing education activities requires submission of appropriate documentation to the ORC Training Core (with the exception of AALAS Learning Library coursework that is automatically uploaded). The ORC Training Core Director reserves the right to determine whether activities are acceptable for continuing education credits and the allowable number of hours. Any deficiencies in training, at the end of the calendar year, are reported by the Training Core to the URAR Director and may result in negative employment evaluations.

AALAS Certification is recognized as an important step in the professional development of animal husbandry and management personnel. As such, UGA's Office of Research has incentivized this certification by:

- Allowing any level of certification to count toward all NON-MANDATORY continuing education requirements within a single calendar year

- Providing certification manuals, workbooks and access to the AALAS Learning Library at no cost to animal husbandry personnel
- Paying for any first attempt at a certification level exam (ALAT, LAT, LATG, CMAR). (*Any second attempts at the same level exam must be paid for by the individual.*)
- Providing one-time bonuses for individuals who obtain AALAS certification:
  - \$250 for ALAT certification
  - \$500 for LAT certification
  - \$750 for LATG certification
  - \$1000 for CMAR certification

All bonus requests must be submitted by the end of the calendar year. Bonuses will be paid within the first half of the following year and are subject to taxation.

- Providing a \$200 bonus every 2 years for individuals that keep up their AALAS certification registry through submission of continuing education documentation to AALAS.
- Making it a consideration in promotion of animal care personnel.

**The Satellite Animal Husbandry Training Program requires that all personnel that work in animal facilities which are under the oversight of UGA's IACUC:**

- Initially (prior to animal contact) complete the "UGA IACUC 101" course, which is a UGA-customized course available online through the AALAS Learning Library (free access provided). This course provides information on the regulations and policies that govern the ethical use of animals in research and instruction.
- Every 3 years, complete the "UGA IACUC 101 Refresher" course, which is a UGA-customized course available online through the AALAS Learning Library (free access provided). This course provides a refresher and update on the regulations and policies that govern the ethical use of animals in research and instruction.
- Initially (prior to animal contact) and every 3 years, complete the "Staying Healthy While Working with Animals" course, which is a UGA-customized course available through the AALAS Learning Library (free access provided). This course provides information on the occupational health risks associated with animal contact and ways in which those risks can be mitigated.
- Initially (prior to AUP approval) and every 3 years, enroll in UGA's Research Occupational Health and Safety Program. They can enroll in this program at any time through completion of an Occupational Health Questionnaire. While enrollment is required, participation is not required. Declination of participation must be documented and can result in entrance limitations to certain animal facilities, inability to work with certain species or on certain high-risk projects.

Failure to comply with the training requirements listed above, will result in deficiencies which will be reported on the semi-annual site inspection report by the IACUC. Failure to correct

these deficiencies in a timely manner can result in recommendations by the IACUC to suspend any animal activities at the satellite facility.

**The Animal Care and Use Administration Training Program requires that all personnel who have responsibilities with or to the Animal Care and Use Program (e.g. administrative staff):**

- Initially (within first 60 days of hire) complete the “UGA IACUC 101” course, which is a UGA-customized course available online through the AALAS Learning Library (free access provided). This course provides information on the regulations and policies that govern the ethical use of animals in research and instruction.
- Every 3 years, complete the “UGA IACUC 101 Refresher” course, which is a UGA-customized course available online through the AALAS Learning Library (free access provided). This course provides a refresher and update on the regulations and policies that govern the ethical use of animals in research and instruction.
- Initially (within first 60 days of hire) and every 3 years, complete the “Staying Healthy While Working with Animals” course, which is a UGA-customized course available through the AALAS Learning Library (free access provided). This course provides information on the occupational health risks associated with animal contact and ways in which those risks can be mitigated.
- Initially and every 3 years, enroll in UGA’s Research Occupational Health and Safety Program. They can enroll in this program at any time through completion of an Occupational Health Questionnaire. Declination of participation must be documented and can result in entrance limitations to certain animal facilities.

Any questions or concerns about this Policy, can be directed to the Office of Research Compliance Training Core Director, Lisa Kelly at [lmkelly@uga.edu](mailto:lmkelly@uga.edu)

References

1 – *Guide for the Care and Use of Laboratory Animals, 8<sup>th</sup> edition*. National Research Council, 2011.

2 – *Animal Welfare Act and Regulations*. United States Department of Agriculture, Animal and Plant Health Inspection Service, November, 2005.

3 – *Institutional Animal Care and Use Committee Guidebook, 2<sup>nd</sup> edition*. Office of Laboratory Animal Welfare, 2002 (reprinted 2008).