

Policy on Training, Continuing Education, and Occupational Health Requirements

This document establishes the policy of the IACUC regarding training, continuing education, and occupational health program participation requirements at the University of Kentucky. Personnel performing research on animals must be appropriately qualified, trained in basic principles of laboratory animal science and listed on an approved IACUC protocol. All online training and enrollment in the Occupational Health Program must be completed and verified before protocols or amendments adding personnel can be approved. Also included are post approval requirements for maintaining training logs and DLAR Facility Access.

IACUC Initial Requirements for Principal Investigators and all Personnel Listed on Protocols*

1. Medical Surveillance Form (MSF) administered by University Health Service (UHS) completed in UK's [MyChart](#). (Annual Renewal Required)

Online training modules listed next are provided by the [AALAS Learning Library](#) and administered through the Office of the Attending Veterinarian – IACUC (OAV-IACUC)**.

2. Working with the IACUC
3. LATG 07: Occupational Health and Safety
4. Protocols including euthanasia: AVMA Guidelines for the Euthanasia of Animals: 2020 Edition
5. Personnel conducting surgical procedures must complete the relevant courses outlined below:

Non-Agricultural Animals and Poultry

- a. Aseptic Technique for Rodent Survival Surgery, **or**
- b. LAT 14: Aseptic Technique and Surgical Support and Anesthesia

AND at least one of the following:

- c. Pain Management in Laboratory Animals.
- d. Post-procedure Care of Mice and Rats in Research: Minimizing Pain and Distress, **or**
- e. Inhalation Anesthesia Systems for Rodents

Agricultural (Large) Animals

- a. Large Animal Surgery: Aseptic Technique and Anesthesia, **and**
- b. Pain Management in Laboratory Animals

*The IACUC recommends personnel requiring frequent access to DLAR facilities even with no direct animal contact who operate imaging devices, assist lab staff, etc. be listed on the protocol. Personnel with no involvement in handling live animals performing benchwork in the lab do not need to be listed.

**Analogous courses such as those administered through CITI (Collaborative Institutional Training Initiative), LATA (Laboratory Animal Training Association), or others may be considered acceptable (transcript required). Specific training, continuing education, or occupational health completions that deviate from this document must receive approval prior to initiating. Please contact the OAV-IACUC office.

Note: The above courses, when completed to meet initial mandatory training do not count towards meeting Continuing Education requirements detailed below:

Office of the Vice President for Research (OVPR) Responsible Conduct of Research (RCR) Training Requirements

There are two components to the required RCR training, both must be completed biennially:

1. UK CITI RCR Basic online course which consists of 6 substantive modules in the initial stage, then 2 modules of your choice every two years (refresher stage).
2. One-hour In-Person RCR training/discussion session.

Note: Completion of both the in-person and online course(s) is a condition for approval of any new protocol as required by the OVPR. For more information see [RCR FAQs](#).

IACUC Continuing Education (CE) Requirements for Principal Investigators and all Personnel Listed on Protocols

Complete every three (3) years, Animal Use Review for University of Kentucky Personnel, **and** one additional relevant course also offered through the [AALAS Learning Library](#) or through attendance at a [DLAR Workshop](#).

Exception for Research Consultants

Research consultants may be brought in for short-term training or procedural expertise. Consultants are required to complete the mandatory education and be listed on the IACUC protocol if their work involves physical handling or surgical manipulation of a protocol's animals. Decisions regarding exceptions will be considered by the IACUC Chair and Attending Veterinarian.

DLAR and Farm Husbandry Personnel

All DLAR personnel and other husbandry personnel working within the Animal Care and Use Program (e.g., personnel at the College of Agriculture, Food and Environment farms/units) complete and maintain an appropriate training regimen as defined and directed by DLAR/Farm Management. At minimum, this training regimen should include enrollment in the occupational health and safety program via completion of the Medical Surveillance Form.

Personnel working with Animal Tissues ONLY

Individuals handling unpreserved animal tissues, fluids, etc. must be enrolled in the Occupational Health and Safety program. Completion of the Medical Surveillance Form and annual renewal is required.

Requirements Post Protocol Approval

Personnel Training Records

Principal investigators must maintain a training log for all personnel listed on their protocols. Training of personnel with respect to specific procedures may occur within the home laboratory, under supervision working on an approved protocol, at another laboratory or institution, or via coordinated training opportunities, such as those offered by the UK Division of Laboratory Animal Resources (DLAR) or the AALAS Learning Library (ALL). All are valid approaches, but training must be documented for each person. Training documentation must include: 1) Person who was trained, 2) Topic of training, 3) Who provided training, 4) Where the training was performed, and 5) Training date. The investigator can determine the preferred format to maintain these records. A sample template can be found [here](#). Training records may be requested for review by the IACUC or designee.

*** Training provided by AALAS does not need to be included in the training logs.**

DLAR Facility Access

All personnel housing or using animals in DLAR facilities are required to complete one of the following:

1. New DLAR users must complete a DLAR Orientation as well as a facility tour. Information for the orientation and tour can be obtained by contacting the DLAR office (859-323-5885).

OR

2. For individuals with EXISTING DLAR access that have not completed #1, the Orientation for Users of Vertebrate Animals in DLAR Refresher course offered through the AALAS Learning Library may be completed as an alternative.

Approved and Adopted by the IACUC:
June 18, 2008

Last Revised:
December 11, 2024