

UNIVERSITY OF WISCONSIN-MADISON
RESEARCH ANIMAL RESOURCES CENTER
ALL CAMPUS ACUC POLICY

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ANIMAL USER ORIENTATION AND MANDATORY TRAINING

Purpose: This policy defines the minimum training requirement for those who use or care for animals in teaching, research, and outreach at the University of Wisconsin-Madison. In addition, this policy specifies the requirement for five-year recertification.

Definition: Definitions:

- “Animal users” include: (i) all animal care staff/personnel responsible for routine animal care, including animal research technicians (ARTs), facility managers and supervisors; (ii) research animal veterinarians and veterinary technicians; (iii) faculty and staff involved in research, teaching, or outreach (e.g., principal investigators, staff, students); (vi) visitors to the University (e.g., visiting scientists, investigators, faculty, or students).
- “Affiliation status” involves two categories: (i) UW-Madison affiliated, which applies to those eligible for a UW-Madison netID, and (ii) non-UW-Madison affiliated, which applies to those not eligible for a UW-Madison net ID. Affiliation status determines how one registers for orientation and training classes (to register, go to <http://www.rarc.wisc.edu/training>).

Policy: The UW All Campus Animal Care and Use Committee requires all animal users at the University of Wisconsin-Madison and associated facilities to successfully complete the training requirements described below.

UW-Madison-affiliated individuals must complete these requirements within thirty (30) days of hire by the employing unit or within 30 days of being added to an ACUC-approved protocol, whichever is applicable. Extensions for individuals named on protocols beyond 30 days must be requested through RARC. 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 required training.

Non-UW-Madison affiliated individuals who have not received UW-Madison 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-UW-Madison affiliated individuals who intend to spend more than 30 days in a UW-Madison facility and will work with live vertebrate animals during that time should be listed on a UW-Madison ACUC-approved animal care and use protocol and complete the required training described below.

The following applies to all UW-Madison animal users, [including Animal Research Technicians (ARTs) and other vivarium staff]:

- New Animal User Certification, administered by the Research Animal Resources Center (RARC) via an on-line program or CD for those lacking high-speed internet access.

Opt-out option: None

- Occupational Health and Safety training for animal users, administered by the Safety Department via seminar formats, customized on-site training, printed materials and/or web-based training offered by the Office of Occupational Health and Safety.

Opt-out option: None

Recertification and Occupational Health and Safety training is required every five years and must be completed before the five-year anniversary date and updated as needed. Failure to fulfill this requirement will result in the suspension of animal user privileges and potentially the suspension of protocol(s). See the RARC website for further information.

The employing School/College animal program may require additional unit-specific training.

Note: if animal contact is part of an instructional activity, students are not required to complete this training but must work only under the direct supervision of a certified animal user.

The following applies only to individuals who are named on ACUC-approved protocols:

Individuals who are added as new personnel to a UW-Madison ACUC-approved animal care and use protocol or are already listed on a protocol and request to use a new species for which they have not been trained, must complete the following:

- Basic bi methodology course(s) for the species with which the individual will work under the protocol (administered by RARC). In most cases, the training will occur in a classroom setting with hands-on training, or via interactive online courses. Alternative arrangements for equivalent training may be identified and documented by RARC, with approval from the Chief Campus Veterinarian.

Opt-out option: None

Individuals who are named on a protocol as part of the surgery staff must complete the following:

- Lab Animal Surgery: Introductory course in analgesia, anesthesia, basic wound closure, suturing, aseptic technique, and surgery (administered by RARC).

Opt-out option: Veterinarians certified by the board of the American College of Veterinary Surgeons or Physicians certified by the board of the American College of Surgeons may request from the Animal Care and Use Committee to have the Lab Animal Surgery course requirement waived upon request to the ACUC. The Animal Care and Use Committee will make the final decision.

Upon review of individual animal care and use protocols, school/college ACUCs may require additional training as a condition of protocol approval.

See also All Campus ACUC Policies 2004-025, Occupational Health Program Enrollment and 2004-026 Policy on Visitors.

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Reference Minutes: 09/02/99, 11/05/04, 12/10/04, 3/3/06, 07/07/06, 08/04/06, 09/01/06, 09/07/07, 10/10/07, 11/7/2008, 1/9/2009, 9/4/2009, 10/2/2009

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