

Training Requirements: New Research Group Members

Note: The procedures and especially links for these requirements change frequently. If you find a link is broken or a policy has changed, please inform Tracy so she can update this guide.

Animal Use Training

Main website:

Prior to beginning your training I will register you through the ACUC as an Animal Handler:
<http://www.virginia.edu/vpr/iacuc/protocols.html>

For your supervisor: click 'Go to the protocol submission site', then click 'Animal Handler Access'. For more on how to add personal go to: <http://www.virginia.edu/vpr/iacuc/docs/AddPersonneltoProtocol2009.pdf>.

I will **need from you** your full name, as registered with UVa, and your netID.

For you, to begin you Animal Handler Training go to: <http://www.virginia.edu/vpr/iacuc/protocols.html> Then click 'Go to the protocol submission site'. Then click 'Animal Handler Access'.

Once inside your profile click 'Training Records and Responsibilities'.

1. Under the section titled **Research Related Medical Health Assessment** you will find a button that you should click to 'Get Occupational Health Form'. You will need to print this form, fill in the relevant information, and take it to your initial face-to-face appointment with a health care provider. To schedule your appointment: for UVa students contact Student Health ((434) 924-5362); for UVa staff contact UVa WorkMed ((434) 243-0075). Inform the receptionist that you need to have an appointment to complete your **Research Related Medical Health Assessment**. You should not have to pay for this appointment, as long as they are aware that you are completing the required assessment.

For more information: https://researchcompliance.web.virginia.edu/acuc/animalhandlersoncampus/data/Medical_Surveillance/faq.html

2. Under the section titled **Information from Approved Protocols** where you are listed as an **Animal Handler** you will see our animal protocol information. Click View to read through our animal protocol. This protocol is also available in print form within the animal facility, surgical suite, and in the 'Training, Safety, and Policies' binder binder in PLSB 304.

3. Under the section **Training Records & Responsibilities** you will find the sub-section titled **Animal Facility Tour**. Select Gilmer Vivarium as your animal facility and Amy, the vivarium manager, might email you to schedule a tour.

4. Under the section **Training Records & Responsibilities** you will find the sub-section titled **Responsibilities**. You will see a list of responsibilities that I have assigned you on the protocol. You don't need to do anything with this information besides be aware that it exists.

5. Under the section **Training Records & Responsibilities** you will a list of **Must Complete** training in red text (or once completed in green text). The list will include:

Animal Research - Orientation Seminar

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Animal Research - Working Safely with Animals

Animal Facility - Animal Rules and Procedures (Barrier Training)

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For the Orientation seminar visit: <http://www.virginia.edu/vpr/animalwelfare/classes.html>
Once you have identified a date that you can attend the in-person seminar, email [Angie Gamble](mailto:Angie.Gamble@virginia.edu) at adr8s@virginia.edu or call 434-243-1480.

To take the online course, Working Safely with Animals, go to the associated link and complete the course. Note: to pass you will need a 100% on the exam.

To take the online course, Animal Rules and Procedures (Barrier Training), go to the associated link and complete the course. Note: to pass you will need a 100% on the exam.

Once you have performed all of these responsibilities you will be notified of approval as an Animal Handler.

Other useful information: <http://www.virginia.edu/vpr/animalwelfare/training.html>

EH&S training

1. Take-on line training courses and quizzes (found at: <http://ehs.virginia.edu>). Note that there might be different requirements for students and staff.

2. All lab personnel must take the following:

- Fire Safety in Labs, Shops, & Studios (<http://ehs.virginia.edu/Fire-Safety-Training.html>)
- Chemical Safety and Waste Training for Research Personnel & Students (<http://ehs.virginia.edu/Chemical-Safety-Training.html>)
- Bloodborne Pathogen and Biosafety Training for Research Personnel (<http://ehs.virginia.edu/Biosafety-Training.html>)

When you receive confirmation of completing the training, forward the email and certificate to laron.tracy@virginia.edu. I will print these certifications and place with the printed IACUC protocol and lab MSDS information in the 'Training, Safety, and Policies' binder (PLSB 304).

3. All personnel are required to read and sign the "PPE hazard assessment" training packet in the 'Training, Safety, and Policies' binder

4. All personnel should also familiarize him/herself with UVa EH&S biosafety policies involving:

- Animal work (<http://ehs.virginia.edu/Biosafety-ABSL.html>)
- Emergencies/Spill Response (<http://ehs.virginia.edu/Biosafety-Emergency.html>)
- Disinfection (<http://ehs.virginia.edu/Biosafety-Disinfection.html>)
- Select Agents (<http://ehs.virginia.edu/Biosafety-SA.html>)

Lab policies

1. Read the General Lab Policies document carefully. Print and keep a copy with your lab notes for future reference. If you understand and agree to the policies, sign the small version and return to me. Need to update.

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2. Begin an animal use training log sheet, kept in the 'Training, Safety, and Policies' binder. Record all salient training, including University certifications and lab on-line quizzes, and make sure your instructors initial as appropriate.
3. Begin an EH&S certifications log, kept in the 'Training, Safety, and Policies' binder.
4. Obtain a standard sized laboratory notebook for recording your activities.
5. Read the Data Storage, Sharing, and Preservation Policy (need to make).

Lab access

The main wet lab spaces on the third and fourth floors of PLSB are accessible by key card. I will contact Joanne Chaplin (jchaplin@virginia.edu). I will **need from you** your full name, as registered with UVa, and your netID. Joanne will give you access through the PLSB main doors, third floor, and fourth floor. Animal facility access via key card will be provided by Amy Adams (ado3f@virginia.edu) in the Gilmer Vivarium after you have completed all of your animal handler training. For facilities requiring key access, depending on your responsibilities, I will either secure you a copy of the necessary keys, or you can borrow the lab's key located in PLSB 304. To access PLSB 304 after hours, you will need to use the key that is attached to the projecting microscope on the third floor of PLSB.