

**University of Cincinnati**  
**Animal Care and Use Program**

## Animal Care and Use Program (ACUP) Training

All personnel handling live vertebrate animals and/or providing IACUC protocol management must first complete required ACUP training prior to being added to an approved IACUC protocol. **Trained individuals must be added to an approved IACUC protocol before performing any hands-on animal work.**

All protocol personnel must be adequately trained on institutional standards, practices, and responsibilities. Animal handlers must also be adequately trained on basic principles of laboratory animal science, as well as procedures and species specific to their approved IACUC protocol (*Guide* p.15-17, AWA 2.32(a-c), PHS Policy IV.C.1.F).

### **ACUP Onboarding Steps**

1. Principal Investigator (PI) or Proxy registers a new individual (trainee) for ACUP training using the [ACUP Training Request Form](#).
2. An ACUP representative uses form information to assign/schedule all requisite training.
3. When all requisite training is complete, an ACUP representative submits and approves an amendment adding the trainee to the IACUC protocol(s) provided on the form.
4. The PI, proxy, and trainee receive email notification from an ACUP representative once the trainee is approved for IACUC protocol work.

### **Training Requirements**

The following training must be completed to join an IACUC protocol. Training requirements largely depend on the trainee's role on the protocol as an **administrator** or an **animal handler**. Trainings marked with an asterisk (\*) must be renewed minimally every 3 years.

- Teaching protocols only: faculty and instructional staff are considered "animal handlers". Students must only complete an Occupational Health and Safety Visitor or Field Research form and remain under direct supervision of an animal handler approved on the protocol while working with animals.

<b>Training Name</b>	<b>Administrator</b>	<b>Animal Handler</b>
IACUC Orientation	Required	Required
Working with the IACUC*	Required	Required
Wildlife Research (field research only)		Required
Working with Species in Research Settings		Required
Occupational Health and Safety for Animal Handlers*		Required
LAMS Facility Orientation or Satellite/Field Orientation		Required
Animal Skills (all species except USDA large animals)		Required

Additionally, the following trainings must be completed before an individual (regardless of role) is permitted to access restricted LAMS areas and/or perform specific protocol procedures/tasks.

<b>Training Name</b>	<b>When to Complete</b>
USDA Large Animal Procedure/Surgical (CSI and/or LAMS)	<u>Required for USDA large animal handlers prior to performing approved acute/non-survival CSI procedures and/or all survival LAMS procedures</u>

<b>Training Name</b>	<b>When to Complete</b>
Principles of Surgery	<b>prior</b> to assisting directly with or performing rodent survival surgery
Principles of Non-survival Surgery	<b>prior</b> to assisting directly with or performing rodent non-survival surgery
LAMS Hazard	<b>prior</b> to working with hazardous agents in a LAMS facility
Animal Acquisitions	<b>prior</b> to purchasing animals for use on an approved protocol

### **Optional Supplementary Training**

Optional supplementary training for common rodent techniques and procedures is provided by LAMS upon request. A list of commonly requested supplementary trainings is available on the [ACUP Events + Training website](#). Contact [LAMS-Veterinary@ucmail.uc.edu](mailto:LAMS-Veterinary@ucmail.uc.edu) to request and schedule training.

### **Third Party (Visitor) Training Requirements**

Third party individuals must complete the [Occupational Health and Safety Form for Animal Handlers and Visitors](#) **prior to entering** any animal housing/procedural areas and must remain under direct supervision of approved protocol personnel.

Third party individuals include:

- visiting scientists ≤14 calendar days per calendar year (for example, initial entry into LAMS facility = day 1) regardless of event duration
- individuals attending LAMS training courses
- visiting contractors/tradesmen (excludes UC contractors/tradesmen)
- visiting UC, UC Health and affiliate physicians for up to 3 procedural events/sessions (e.g. surgeries or batch surgeries, wet labs)

### **Training Exceptions**

Exceptions to this policy will be determined on a case-by-case basis and must be submitted to and approved by the IACUC Office and LAMS veterinarian prior to any contact with animals. Submit exception requests to [animaltraining@uc.edu](mailto:animaltraining@uc.edu) as soon as possible to ensure prompt approval.

### **Non-Compliance**

Personnel with expired training will be given a final notice to renew/complete required training within 10 business days; the PI is included on this correspondence. Failure to renew expired training may result in the following actions:

1. Personnel may have their access to LAMS facilities revoked.
2. Personnel may be removed from the IACUC protocol, requiring them to cease working with animals.
3. Approval of IACUC amendments for the related protocol(s) may be delayed.
4. PIs may be required to submit a corrective action plan to the IACUC if the PI has expired training or has recurrent violations of expired training in the same lab. Further inaction by the PI may result in formal action by the IACUC.