

RESEARCH SERVICE MEMORANDUM
STANDARD OPERATING PROCEDURE
Animal Care and Use Educational Program

1. **PURPOSE:** All individuals involved in animal research must receive the training necessary to ensure animal research is carried out in the prescribed manner and is consistent with VA and Federal regulations related to the appropriate care and use of research animals. Purpose of this policy is to identify who is required to complete animal research education. This SOP establishes training requirements and the procedures for verifying training completion.

2. **POLICY:** Principal Investigators, Research Assistants, husbandry staff and IACUC members are required to complete appropriate annual Collaborative Institute Training Initiative (CITI) animal research or committee training. This training meets VACO and Federal requirements for animal research training.

3. **ACTION:**

a. **Required Courses:**

(1) Investigators and research staff utilizing animals – must complete the VA web-based course entitled “Working with the VA IACUC” plus all species-specific web course that relate to animals used in their research. All courses are located at <http://www.citiprogram.org> . See Attachment 1.

(2) IACUC members – must pass the exam covering the VA web-based course entitled “Essentials for IACUC Members” found at <http://www.citiprogram.org>. See Attachment 1.

(3) Veterinary Medical Unit husbandry staff – The VMU supervisor will identify the courses required for VMU staff. Courses may include those on the CITI <http://www.citiprogram.org> web site and the web-based training developed for them by American Association for Laboratory Animal Science at www.aalaslearninglibrary.org. All VMU husbandry staff has also been provided authorizations for the AALAS courses.

(4) In addition, each investigator and research staff must complete Information Security 201 (replacement for Data Security and Privacy), Cyber Security Awareness, and VHA Privacy Policy training annually. These courses are at <http://www.insidelms.va.gov/> for VA employees and <http://www.vcampus.com/vcekpvalo>” for Without Compensation Employees. See attachment 2.

4. **RESPONSIBILITY:**

a. **Verification and Tracking:**

(1) **New Protocol Submission:** The principal investigator is required to list all investigators and research assistants participating in the project and their animal training. The Research and Development (R&D) office will check CITI training database ensure all personnel working on the protocol have completed required training. Final IACUC and R&D Committee approvals will not be given until training has been verified for all individuals listed on the project.

(2) **Annual Protocol Review:** When the annual animal progress report/request for continued approval is submitted, the investigator must list the current project personnel. IACUC and R&D Committee

continuing approvals will not be given until annual training has been verified for all individuals listed on the project.

(3) Project personnel: The Office of R&D will maintain current Access training database.

b. Course Instructions: Instructions for accessing the VA web-based training are included in Attachment 1.

c. Frequency: Everyone must complete required training annually. Principal investigators and research assistants must have completed courses within the prior twelve months for a project under review.

d. Documentation:

(1) Without Compensation (WOC) Principal Investigators and their research assistants must affiliate under Veterans Affairs as "San Antonio, TX-671, South Texas Veterans Health Care System" when registering for CITI web-based training courses. This will permit access by R&D Office to verify course completion. Investigators and research staff must print completion certificates to serve as paper record documentation.

(2) Husbandry staff will complete CITI web-based training courses for all animals serviced on or before training completion anniversary. Staff must provide the IACUC Administrator copies of completion certificates for access database update.

4. RECESSION: Research Memorandum 07-13, January 12, 2006.

5. RECERTIFICATION: December 2011.

Attachment 1

COLLABORATIVE INSTITUTE TRAINING INITIATIVE

WHO: All individuals involved in animal research studies must complete the mandatory training annually

WHAT: All investigators/staff must complete the VA web-based training (1) “Working with the VA IACUC” and (2) those courses specific to the study and the animals being used (e.g., rats, hamsters)

DOCUMENTATION:

- (1) A Certificate of Completion can be printed upon completion of the course.
- (2) If the individual identifies this VA facility as the institution affiliation when completing initial registration, the local R&D Office will be able to verify courses completed.

WHEN: Prior to participation in a VA-approved animal research study and annually thereafter. New project approvals and continuing review re-approvals will require that all project staff have completed the training within the previous 12 months.

PROCEDURES FOR COMPLETING THE VA WEB-BASED ANIMAL COURSES

1. Location: [HTTP://WWW.CITIPROGRAM.ORG](http://www.citiprogram.org)

Courses:

IACUC Members: “*Essentials for IACUC Members*”

Investigators/staff: “*Working with the VA IACUC*” plus the following that apply to the research:
“*Post-Procedure Care of Mice and Rats in Research: Reducing Pain and Distress*”
“*Working with Guinea Pigs in Research Settings*”
“*Working with Hamsters in Research Settings*”
“*Working with Mice in Research Settings*”
“*Working with Rabbits in Research Settings*”
“*Working with Rats in Research Settings*”
(courses for other species are also available)

Attachment 2
LEARNING MANAGEMENT SYSTEM (LMS)

This is the national website to the LMS. <http://www.insidelms.va.gov/> . When they open this link they should look at the "**Tips/How-To's**" page. There are video demonstrations and tip sheets they can print. From this site they can log into the LMS at <https://www.lms.va.gov>

When they complete the training, go to "Learning History". From Learning History, print completion certificates. Completion certificates can also print be obtained from the "Reports" section of the LMS.

It is very important to ensure "desktop configuration settings" are correct on PC's prior to taking any courses in the LMS. If using a VA Computer, IT can validate proper desktop settings. If using a non-VA computer, setting the desktop is critical. Here is the link to desktop setting instructions:

http://www.insidelms.va.gov/storage/insideLMSpages/LMS_DesktopConfigurationRequirements_FC_0907.pdf. If these settings are not correct, some courses may not launch properly or record completed learning. Besides logging in for the 1st time, the biggest problem users' encounter is not being able to access courses due to wrong desktop settings.

Hard copies of the instructions on the wall rack located outside of Education Service on Unit 2D.

In addition, Education Service has given access to the LMS administrator privileges to Arleen Calavera-James and Angela Casas for Research Service Personnel only. They can assist Research Service users with unlocking their LMS Accounts, resetting passwords and running training reports.

Attachment 3

PROCEDURE CONCURRENCE & APPROVAL RECORD

Procedure Title: Animal Care and Use Educational Program

Procedure No.: Rev.: Retire: RAD-004-04-17-REV-00

Reason for Revision or Retirement: Added attachments and made textual changes

Name (Print) Initials & Date

Procedure Developer Van Johnson

SOP Coordinator: John Villalpando

Requested Review Completion Date: April 30, 2008

Concurrence Req'd Initials & Date

(Y or N)

Administrative Officer

Research Service

APPROVED: //Signed// DATE: 12/17/2008

Associate Chief of Staff

Research Service

APPROVED: _____ DATE: _____