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ILAR  
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**Title: Animal Care Program Personnel Training Requirements for Personnel Working with Live, Vertebrate Animals**

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I. Purpose:

The purpose of this policy is to outline the minimum requirements for training for personnel working with live, vertebrate animals. The focus of this standard of care is to outline the requirements for animal care staff, veterinary staff and others working in any animal facility in an animal care or animal husbandry or veterinary care capacity in the UC Davis Animal Care Program.

II. Policy:

All persons working with live, vertebrate animals must be trained to ensure competency. The Principal Investigator and/or Supervisor/Facility Manager must make sure that the specific training related to the species used and tasks performed is documented for everyone listed on his/her Animal Use and Care Protocol or Staff Roster before they work with live, vertebrate animals. General animal care training in accordance with the guide and applicable regulations and standards is required. This includes applicable safety, zoonosis, allergy prevention training and other job hazard training. No UC employee or NON UC employee working in UC Davis Facilities will handle live vertebrate animals until they have completed their ACU 101, OHSS screening or waiver, and have been placed on the staff roster for their unit or core facility. Additionally, those entering animal facilities in an auxiliary capacity will complete the requirements for entry to include the OHSS screening and ACU 101 if applicable.

III. Procedure:

Refer to the [IACUC website](#) for the following training policies:

*Training requirements for personnel exposed to live, vertebrate animals*  
*The principal investigator's training responsibilities for animal care and use*

There is a template on the [IACUC site](#) that can be used to document training.

All Units are required to provide training to their animal care and veterinary staff and other staff that may contact live vertebrate animals that are part of the UC Davis Animal Care Program. For the purposes of this procedure "On the Job Training" (OJT) means, read any standard operating procedures or other written documentation if it exists, have someone show you how

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(demonstration), perform the task under supervision, demonstrate proficiency under supervision and then proceed to unsupervised work. A written training plan is the preferred method of documenting the process, but may not be all inclusive for all OJT, and should be considered a living document that is frequently updated. Employees and Supervisors document training in the employee training record or on a comparable group training form. In addition, certification in all physical methods must be documented in the LMS by the IACUC trainer.