This Educational Information has been brought to you by Traci Clemons, Protocol Facilitation Program for the Vice Chancellor for Research, in cooperation with the UNMC Institutional Animal Care and Use Committee, and Comparative Medicine.

For additional information please contact:
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REQUIREMENTS FOR ANIMAL CONTACT OR ANIMAL FACILITY ACCESS

FACTS:
*No one may have access to a UNMC/UNO animal facility or animals/animal tissue UNTIL YOU ARE LISTED ON AN APPROVED IACUC (Institutional Animal Care and Use Committee) PROTOCOL.

*Limited access to the animal facility for specific purposes requires permission from CM (Comparative Medicine). Contact the Administrative Office at 559-4034. Individuals will be required to sign in upon entry to the facilities.

*No one is exempt from these requirements, i.e. summer students, course instructors. Everyone must be listed on the protocol prior to animal contact and facility access.

*UNO personnel complete steps 2 & 3. Contact Jeff French, 554-2558 or Heather Jensen, 554-2581 for additional UNO Requirements.
You will need to complete #1 in order to complete Steps 4-5.

1. CONTACT YOUR DEPARTMENT ADMINISTRATOR TO OBTAIN A UNMC LOTUS OR NETID

   LOTUS NOTES ACCOUNT
   -UNMC EMPLOYEES
   /STUDENTS  
   OR  
   NETID ACCOUNT
   -NOT UNMC
   CONTACT YOUR SPONSORING DEPARTMENT

2. COMPLETE IACUC BASICS
   "WORKING WITH THE UNMC IACUC"

Now go to the IACUC Website...Required IACUC Training:
IACUC Training Requirements for Animal Use
Follow the directions for enrolling in the AALAS, (American Assoc. for Laboratory Animal Science), Learning Library to complete IACUC Basics; “Working With the UNMC IACUC”

Last Updated 3/8/10
*REMEMBER THAT YOU MUST BE APPROVED ON THE PROTOCOL PRIOR TO BEGINNING PROPOSED TRAINING FOR ANIMAL PROCEDURES OR ENTERING THE ANIMAL FACILITY!

Meet with your Principal Investigator (PI) or Lab Coordinator to discuss what your responsibilities will be and what information is needed on the Personnel Section on the IACUC “Request for Change” form to add new personnel to an animal care and use protocol:

- Here are some of the questions you will need to answer:
  * What is your title?
  * What are your responsibilities for the protocol?
  * What experience do you have that relates to your responsibilities?
  * What do you know about the species to be used in the protocol and/or what education have you received that is pertinent to your experience?
*Will you require training for proposed responsibilities? If so, 1) describe the proposed training; 2) Who will train you, and 3) When will your proposed training be complete.
Now Go to the Comparative Medicine Facility and Room Access site to continue requirements:

**CM Animal Contact Requirements**

**You can skip the steps that you already completed for the IACUC and obtaining your lotus or NETID account.**

4

**OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

Part I, II, III

Part I. "Online Confidential Health Questionnaire"
Fill out the online form by logging in to the RSS (Research Support Systems), using your lotus or NETID user ID and password.
**Make sure you know what species you will be working with to complete the form.
http://rss.unmc.edu

Part II. Medical Clearance for Animal Use
Check to make sure that Employee Health has approved your health status.
http://rss.unmc.edu

Last Updated 3/8/10
Part III.  OHSP (Occupational Health and Safety Program)
**Contact Theresa Larson in CM 559-4564 and request that the OHSP course be added to Black Board for you to log in and complete.**
https://my8.unmc.edu
REQUIRED for ANY PERSON with Animal Contact!

ALMOST DONE...

5
ADDITIONAL ANIMAL USE TRAINING REQUIREMENTS
Parts I, II

Part I. Special Training required for the following:
- **MICE**-Micro Isolator Training
- **NON-HUMAN PRIMATES**-Annual training and TB testing bi-annually.  Contact CM Veterinarian 99058 or 98394
- **SHEEP** - Annual training.  Contact CM Veterinarian 99058 or 98394
Part II. Animal Facility Training is required, for each facility that will be used, before access can be granted!

For DRC:  Theresa Larson (402) 559-4564
For DRC ABSL II or III:  Mimi McCann (402) 559-8395
For Wittson Hall and/or Eppley:  Connie Arnold (402) 559-4245
For COD:  Marian Schmid (402) 472-1351
For 4230 Building (Animal Quarantine):  Joe Dolezal or Jane Fesler at 559-9024
*UNO personnel complete steps 2 & 3 and contact
Jeff French, 554-2558 or Heather Jensen, 554-2581 for additional UNO Requirements

After all above training requirements are completed, access to the animal facility will be granted. It is the responsibility of the investigator/investigator's technician to inform CM when they have completed their training so access can be processed.

FYI

*Check the NEW “Policies and Procedures” tab for new policies.
*As always please check the IACUC and CM Websites for new forms and updates.
*Book Mark these sites for quick access:

IACUC Home  UNMC Comparative Medicine

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