	Title: Training Requirements for Members of the IACUC	SOP #	IACUC-04
		Version #	1
		Implementation Date	
Page #	1 of 3	Next Review Date	
Department	Institutional Animal Care and Use Committee (IACUC)		

Standard Operating Procedure

1. Purpose

To establish the policy for Training Requirements for Members of the IACUC.

The IACUC is required by the Animal Welfare Act and Public Health Service Policy to oversee the care and use of animals at Central Oregon Community College. IACUC members must undergo training in order to understand their work and role.

2. Scope

Pertains to members of the Institutional Animal Care and Use Committee (IACUC).


3. Responsibilities

The IACUC is required by the Animal Welfare Act and Public Health Service Policy to oversee the care and use of animals at Central Oregon Community College.

- IACUC reviews and approves Animal Care and Use Protocols for vertebrate animals used in research or teaching and reviews and approves significant changes to previously approved protocols.
- Evaluates the animal care and use program and the animal facility itself at least once every six months.
- Reviews any concerns about the care and use of animals at the institution.
- Suspends previously approved animal work if its conduct is not in compliance with regulations or consistent with conditions of approval.
- Reports to the Institutional Official to make sure the institution is aware of issues affecting the animal research or teaching program.

4. Procedure

1. Prior to performing IACUC duties or voting on proposals submitted to the IACUC, members must complete the following two training courses offered by the American Association for Laboratory Animal Science (AALAS):
 - a. Working with the IACUC (<https://www.aalaslearninglibrary.org/>)
 - b. Essentials for IACUC Members (<https://www.aalaslearninglibrary.org/>)
2. To access the courses listed above, IACUC members should follow these steps:

	Title: Training Requirements for Members of the IACUC	SOP #	IACUC-04
		Version #	1
		Implementation Date	
Page #	2 of 3	Next Review Date	
Department	Institutional Animal Care and Use Committee (IACUC)		

- a. Go to <https://www.aalaslearninglibrary.org/>
 - b. On the home page, click “Enroll Now”
 - c. Choose the first bullet “Myself (I am purchasing an individual account or using an Access Code to join a group)”
 - i. Please note that the [AALAS: Working with the IACUC](#) Course is free of charge
 - d. Next, select “No, I do not have an Access Code”
 - e. Choose a username and password. Keep track of the password you created for future use.
 - f. Enter the contact information requested. Please provide a valid email address.
 - g. When enrollment is complete, click on the Libraries tab at the top of the page. Select “Animal Care and Use Courses”, then “Free Courses”.
 - h. Select “Compliance and IACUC Training”, then select the course titled “Working with the IACUC”.
 - i. Click on the “Course” link at the bottom of the content list to access the course. You may exit and return to complete the course at your convenience.
 - j. After completing the course, click on the “Exam” link at the bottom of the content list and complete the exam. Print a screen shot of the exam results (right-click on the screen and click on “Print”). This will serve as the completion certificate for the course.
 - k. Repeat the process for the “Essentials for IACUC Members” course.
 - l. Submit the completion certificates to the IACUC Chair.
3. The IACUC Chair will forward the completion certificates to the IACUC Office.
 4. In addition to the above training courses, an orientation meeting with the IACUC Chair and the Institutional Official will be required prior to performing IACUC duties.
 - a. This introductory meeting will include an orientation to the institution’s animal care and use program; animal facilities and laboratories where animal use occurs; and the processes of animal protocol and program review.

5. *References*

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eight Edition (http://www.nap.edu/catalog.php?record_id=12910).



Title: Training Requirements for Members of the IACUC

SOP #	IACUC-04
Version #	1
Implementation Date	

Next Review Date	
-------------------------	--

Page #	3 of 3
---------------	--------

Department	Institutional Animal Care and Use Committee (IACUC)
-------------------	---

2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture
https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. AALAS: Working with the IACUC course (<https://www.aalaslearninglibrary.org/>)

6. Definitions

1. AALAS – American Association for Laboratory Animal Science – responsible for assessment and oversight of the institution’s animal care program components and facilities
2. IACUC – Institutional Animal Care and Use Committee
3. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> • New SOP 		
		<ul style="list-style-type: none"> • 		