Handbook

FOR USE IN ANIMAL FACILITY AND FIELD STUDIES

APRIL 2019

Issued per ISUPP 7030 General Policy for Animal Use
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1. Introduction to the Procedures Handbook

Background

To support Idaho State University’s (ISU) instructional, research and health education missions, the provision for working with animals in these arenas is essential. These animals are a resource that requires management and coordination by a variety of ISU personnel, including the students who benefit from access. Animals are a highly regulated resource. The result: detailed rules calling for a committee to review and approve animal access plans (protocols), animal facilities oversight staff, veterinarian participation, safety plans, and training requirements. Ensuring compliance with these rules is the basis for this Procedures Handbook, published under the authority of the policy ISUPP 7030 General Policy for Animal Use.

2. Procedures Handbook Explained

2.1. Primary Reference

This Procedures Handbook, along with Standard Operating Procedures (SOP) posted in the facility, are the ISU references for the IACUC, Animal Facilities Manager and staff, and researchers – faculty and student alike – when preparing for and during research involving animals at ISU. This guidance focuses on providing ISU-specific procedures while referencing the relevant portions of the *Guide for the Care and Use of Laboratory Animals*, 8th Edition.

2.2. Web-hosted Content

Hyperlinks will not be included in this document in the interest of extending the life of its accuracy and usefulness. Search terms will be provided to direct the reader to the current location of web-hosted forms and documents. With the release of this Procedures Handbook, personnel with responsibilities related to animal studies and care are expected to access the majority of their required reading, training materials and details of process through online means. Directions to the related webpages will be included, as search terms, not as urls or active links.

3. Applicability

This Procedures Handbook

- Covers all work with animals by ISU personnel, regardless of location, including wild animal or “field” studies;
- Applies to individuals who include animals in their curriculum or in their research – including faculty, staff, graduate or undergraduate students;
- Describes the ISU oversight roles and authority of positions within the Office for Research (OR) – including the Environmental Health and Safety division – to provide direction to other ISU persons seeking to work with animals. These OR personnel are authorized to acquire and retain sensitive personnel information to achieve compliance with regulations related to research with animals.
• ISU faculty, staff and students, as well as authorized visitors, are required to comply with the directions provided in this Procedures Handbook in order to access animals or the facility. Cooperation is expected when dealing with ISU Animal Facilities staff, the attending veterinarian, and the Institutional Animal Care and Use Committee (IACUC).

4. Relationships

To ensure a compliant and safe institutional approach to working with animals and caring for them, ISU has defined certain roles in effect within this environment. Each role is listed below, based upon the relevant rules derived from the Guide, 8th Edition and the AAALAC Program Description.

4.1. Institutional Animal Care and Use Committee (IACUC)

The IACUC operates under the IACUC Chair in order to ensure that ISU works with and cares for animals in accordance with various rules. The primary IACUC function is to oversee the animal research program at ISU. This includes reviewing protocols, inspecting labs and animal facilities, and semi-annual inspections of the facility and program. This group reviews, requests changes to meet requirements as needed and then, approves protocols, working within mandated processes. The IACUC function and membership are dictated by OLAW and USDA rules. The IACUC is responsible for follow-up inspections of labs and facilities.

4.2. Research Compliance Coordinator (RCC)

The RCC serves as the receiving point for protocol documents, maintaining the versions of protocols as they proceed to and through IACUC review, compiling the official protocol. Other responsibilities: USDA, OLAW and other reports; CITI Training system administrator and monitor for research training compliance; Cayuse point of contact. The RCC serves as the IACUC secretary.

4.3. Animal Facilities Manager (AFM) and staff

The Animal Facilities Manager is responsible for the safe, compliant operation and use of the Animal Facilities spaces at ISU. The AFM is responsible for the day-to-day management of the facilities. This involves coordinating with researchers, faculty and their students pursuing course-related animal facility use, and any visitors to the space. The AFM must ensure persons accessing the Facilities have completed proper training, have appropriate clothing/personal protective equipment and have reported any health concerns prior to access to the Facilities or to any animals. This oversight requires forms and releases to be collected from all Animal Facilities users and visitors.

4.4. Attending Veterinarian

ISU’s compliance with OLAW and AAALAC oversight requires an attending veterinarian to work with the Animal Facilities in an advisory capacity. These services ensure that protocols include plans for appropriate administration of drugs, end stage processes and the
handling of the animals. The Veterinarian is a resource available to researchers as they plan their animal research projects.

4.5. Institutional Official

The Vice President for Research (VPR) is the Institutional Official designated for ISU. The VPR has approval authority over certain decisions related to work with animals during research, as well as a decision-making role when any issues may arise. Functionally, the day-to-day oversight of the Animal Care and Use Program at ISU is managed by the Assistant Vice President (AVPR) for Research Outreach and Compliance (ROC). The AVPR for ROC supervises the Animal Facilities Manager and the Research Compliance Coordinator positions.

4.6. Researchers

- Faculty as Principal Investigators (PI) – A PI is an ISU employee who has the authority to oversee an animal research project.
- Faculty as Visitors
- Visitors, non-ISU
- Student researchers under protocols
- Students working under course requirements

5. Developing Your Research Project

5.1. Selecting a Model for Research

Choosing an appropriate model must be based on extensive familiarity with the problem or system to be studied (to determine the range of biological responses necessary to the experimental design). This familiarity may be developed by either extensive review of the literature or from pilot studies. The lead researcher/instructor (herein after referred to as “PI;” i.e., the person listed as the PI on the Protocol) can then proceed to select an appropriate model: a whole animal, tissue cultures, or non-animal.

An animal model is a living organism in which normal biological processes can be studied, or in which a spontaneous or induced pathological process can be studied. To be effective, the process being modeled should closely resemble the analogous process in humans or some other species, in one or more ways. Some important criteria of animal models are: relevance to the problem being studied; the accuracy with which the model reflects all or some important aspects of the problem; the model’s predictability; and the model’s availability to researchers/instructors. In addition, general species characteristics such as life history parameters, behavior and diet can be as important as physiological parameters in species choice. The AV can help as you look at these criteria.

5.2. Alternatives to Research Involving Animals

Alternatives to animal models must be addressed in the protocol and can be divided into four broad categories:
• Modification of existing species of animals. It is sometimes possible to substitute one species of animal for another: e.g., invertebrates may be substituted for vertebrates, or laboratory species (e.g. rats and mice) may be substituted for companion animals (dogs or cats).

• Employ animal-derived material in place of studying whole animals. Although critics of animal research seek alternatives as a way to eliminate animal models in research, many suggested replacements consist of animal-derived material, e.g., cell, tissue and organ culture. Working with culture specimens avoids potentially painful manipulations of live animals, although these materials must originate from a living animal.

• Replacement of living systems with non-living ones, e.g., using physical or chemical models to study living systems. The study of many biochemical mechanisms, for example, makes use of materials isolated from organs or tissues. Some physical and mechanical models have been developed (mainly for educational uses) and are available commercially. IACUC encourages using such when feasible.

• Use of mathematical or computer models. Whenever a function or a relationship within a living system can be described mathematically, the possibility exists for developing a mathematical model. Scientists have long employed such models in biological and medical research because they provide the opportunity to vary the parameters involved and to predict what effects different parameters will have on the system. Based on information derived from animal studies, computer models have been developed to analyze relationships within and between living systems.

5.3. Project Development

• PIs anticipating laboratory research involving animals should contact the AFM to ascertain space/housing availability and to discuss needs.

• Consult with the AV for guidance regarding appropriate husbandry, handling, medical treatment, immobilization, sedation, analgesia and euthanasia of animals. This is required if USDA animals are used.

• Special requirements for housing, feeding, watering, etc., should be discussed with the AFM prior to submission of the Protocol to the IACUC.

• Please consult with the AFM to determine the lead-time required for your particular animal order, and to ensure your project has both a practical and workable schedule. The interval between ordering and receiving species of animals varies considerably.

• No animals can or will be ordered until the IACUC has approved the associated protocol.

6. Preparing Protocols

ISU requires the completion of a set of documents, called a Protocol, and the completion of their review and approval by the IACUC, before working with animals for a project. Allow plenty of time for the preparation and the review process for these documents. The document set becomes the Protocol under which a project involving animals is permitted;
and where the specialized needs of that project – beginning to end – are spelled out. Protocol preparation involves many parties, not only the researcher or instructor wanting to work with animals, but also the IACUC, the Animal Facilities Manager (AFM) and the Attending Veterinarian (AV).

See Appendix A for a flow chart describing this process.

6.1. **Who submits a Protocol**

The lead researcher or faculty member for the animal project submits the Protocol. Within the protocol documents this person is identified as the Principal Investigator (PI). Students may not serve as PI on a Protocol.

6.2. **Timing for Protocol Submission**

Protocols must be submitted at least fourteen (14) business days in advance of a scheduled IACUC meeting and well in advance of the planned research start date. Protocols received less than 14 days before a meeting may be held until the next month.

Submission deadlines and meeting dates are listed on the Research Outreach & Compliance webpages under IACUC. IACUC does not regularly meet in the summer.

Protocols for summer work should be submitted no later than the April meeting.

Protocols are submitted electronically to anmlcare@isu.edu. No animals may be purchased, or work with them instigated, before an approved protocol is in place.

6.3. **The Protocol Document Set**

- Protocol Transmittal Form (Section 4.2.1 lists required content)
- Occupational Health and Safety Acknowledgement
- The following forms that apply, for specific types of protocols
  - Animal Husbandry form
  - Breeding Study form
  - Field Study form
  - Teaching Lab form
- Individual forms to be completed by all researchers listed on the protocol
  - Code of Ethics for the Use of Vertebrates in Research
  - Medical Surveillance form
  - Personnel Statement

To improve your IACUC review, work with the IACUC Chair, the Attending Veterinarian, the Animal Facility Manager or the Research Compliance Coordinator before (and while) you prepare your protocol to ensure proper completion of all sections.

The Protocol document set is first checked by the RCC to ensure it is complete. The set is then posted to the IACUC members for review. Each IACUC member reviews the
protocol to ensure that all information and the proposed work with animals meets the standards set forth in The Guide, the Animal Welfare Act, and associated policies and fits within University guidelines and policies, as applicable.

The Committee can:

- fully approve the protocol as written,
- request revisions with subsequent review to be carried out by the full committee or by a designated member of the IACUC with results announced during the next IACUC meeting, or
- disapprove the protocol.

The Research Compliance Coordinator will contact the PI with requested revisions.

6.4 Frequently Asked Protocol Questions

- What are common problems with first protocol submission?
  - Target animal numbers don’t match throughout the documents
  - Project work flow description doesn’t clearly explain what happens to each animal (a flow chart helps)
  - Techniques are not written for the layperson to understand
  - All deviations from standard procedures are not justified clearly
  - Lack of online CITI training (see ISU Animal-Related Training Programs)
  - The literature search doesn’t address alternatives, pain and stress reduction, and refinements to techniques

- When is my protocol up for renewal?

Approved Protocols will be held on file as “active” for three years or until the project’s completion (whichever comes first). Active protocols must be reviewed and updated yearly, through an annual review, which includes a current literature search, current personnel statements, and any changes in procedures and/or reports of adverse events involving animals or personnel. If an annual review is not received before the yearly anniversary the protocol could be suspended and the animals transferred to a holding protocol. Once the annual review is received by the RCC a committee member will complete a post approval monitoring (PAM) visit to the lab. It is helpful if the PI (i.e., the researcher or instructor in charge of project, as specified in the Protocol) sends IACUC a message when their project/protocol is complete.

- Who are the primary Points of Contact?
  - IACUC Chair – Dr. Curt Anderson  andecurt@isu.edu
  - Attending Veterinarian – Dr. Rena Carlson  carlrena@isu.edu
  - Animal Facilities Manager – Mia Benkenstein  nettmia@isu.edu
  - Research Compliance Coordinator – Tom Bailey  bailthom@isu.edu
7. **Gaining Access to the Animal Facilities**

To access the Animal Facilities, several steps must be completed in advance of first entry or use of the facilities. These steps vary depending on the role of the person – Principal Investigators have greater responsibilities than do their graduate assistants, or students enrolled in an academic course expecting to work with animals. Questions should be directed to the Animal Facilities Manager, Mia Benkenstein at nettmia@isu.edu.

### 7.1. Training

Before a PI, student, research assistant, or other party can gain access to the Facilities there are three types of training that are required.

#### 7.1.1. CITI Training Modules

PIs, other investigators and students must complete the Laboratory Animal Welfare module (Question 6 in CITI) with the Species Specific Modules based on the animals identified for the protocol or course. Detailed information on navigating the CITI module sign-up process to satisfy this requirement appear at Section 11. CITI Training Instructions the end of this Procedures Handbook.

If you completed CITI training within the past 4 years at another institution, please submit the certificate of completion to the Research Compliance Coordinator. The RCC will confirm that you may be excused from taking the course again. If so, you will be added to the refresher training cycle.

#### 7.1.2. IACUC-provided Annual Training

All persons planning to work with animals must participate in this training. A session is held at the start of the fall semester (and again at the start of the spring semester, as needed) serving as an orientation to using the ISU Animal Facilities.

#### 7.1.3. Animal Facilities Manager-led Training

This training session is held with researchers before they are allowed to work in the Facilities. The AFM provides specific information needed to work in the ISU Facilities based on the particular protocol.

### 7.2. Responsible Use of the Animal Facility

#### 7.2.1. Appropriate Clothing

The researchers’ Bengal ID card must be worn in the Animal Care Facilities. Gowns, shoes and shoe covers, hair nets, beard covers are also required and are provided at points of entry. These items are disposed of at the facility. No open-toed shoes are allowed. Cosmetics may not be applied in areas where animals are studied, examined or housed.

#### 7.2.2. Restricted Items

- No outside food or drink are allowed.
- No unauthorized animals are allowed in the Facilities or associated areas.
• No cameras (including cell phone cameras) or photography is allowed unless cleared through the AFM.
• Cell phones and MP3 players are allowed; however, one ear must be available to hear at all times (e.g., only one ear bud may be used).

7.2.3. Miscellaneous

• All training and paperwork must be completed before working with animals or entering the Facilities.
• Researchers planning to use infectious, hazardous, or toxic material(s) must notify the AFM prior to use, and a Material Safety Data Sheet (MSDS) must be provided for the file with the AFM. A risk assessment must be completed before work can begin.
• The PI is responsible to provide his/her own research equipment (e.g., gloves, syringes, needles, etc.), and must clean up their work area after each use and at the end of a project.
• Only personnel designated by the AFM may operate equipment such as sterilizers, cage washers, etc.
• Tours and visits are discouraged. When visits are required, contact the AFM well in advance. Visits may be conducted during normal working hours only (8 am – 4 pm M-F), and an Occupational Health and Safety Form must be signed by each visitor and turned in to the AFM prior to access.

Concerns or complaints may be directed to the AFM, the Chair of IACUC, or any IACUC member. As described in the IACUC SOP all concerns will be reviewed by the entire IACUC.

7.3. Occupational Health and Safety

There are requirements related to occupational health and safety procedures. This information and some related forms are found in the OHS manual through the ISU Environmental Health and Safety website.

7.4. Frequently Asked Animal Facilities Access Questions

• How do I get into the AF? Complete the steps listed in this section of the Procedures Handbook.
• What are the hours of the AF? The Animal Facility hours are Monday through Friday 8:00 am to 4:00 pm.
• Can I bring guests into the Facilities? Guests are welcome only after contacting the AFM, arranging a time during normal working hours and an Occupational Health and Safety Form is signed and on file. No guests are allowed in the facilities after hours.
• What if my Bengal card does not let me in? If your card does not let you in, contact the AFM during working hours to reenter your card in the door.
• What if I get a new Bengal card? If a card is replaced, it will need to be reentered into the door by the AFM for access.
• *When can I begin working with animals?* You may work with animals after you have completed all of the training and signed forms are on file including CITI modules, Personnel Statement, Acknowledgment form, Code of Ethics, Medical Surveillance, and training with the AFM.

• *Why am I required to answer health questions?* The university along with the IACUC has designed an Occupational Health and Safety program that is required by the federal government for the health of those persons working with animals and in laboratories. A medical doctor will review your health record to recommend what is necessary for your safety to work with animals. Although you may not currently have allergies to animals, there is a possibility while working with them you may have them in the future.

8. **Working With Animals at the Animal Facilities**

To work with animals, whether as a researcher, an instructor or a student, a variety of requirements and procedures must be learned and consistently practiced. These instructions are role-based, with Principal Investigators bearing responsibility for their students or staff working with their project animals.

8.1. **Responsibilities**

Prior to purchasing or acquiring animals, arrangements must be made with the Animal Facilities Manager, an approved Protocol must be on file, any required permits obtained, and quarantine (if any) arranged. Unless immediately undergoing terminal procedures, all animals are to be acclimated to their new environment before any use

- Only the AFM can purchase animals. To purchase animals, you must fill out the Animal Order Form and submit it to the AFM. See the website.
- You will be notified by text or email when your animals have arrived. Unless otherwise requested, they will automatically be housed in suitable space within the Facilities. You should then check your animals for compliance with your order. Notify the AFM immediately of any problems.
- Animal Inventory Sheets will be completed daily by Animal Care Facilities personnel or the researcher and abnormalities will be reported to the AFM. It is the duty of the User to monitor and check his/her animals.

8.2. **Acquisition and Housing**

All arrangements for acquiring and housing animals from any source must be made through the Animal Facilities Manager. Per Diem charges will be assessed, with rates dependent upon species and number of animals housed – the Animal Facilities Manager should be contacted for the latest information on Per Diem charges. PIs (the lead researcher or instructor listed on the Protocol) are to include such costs in their project budget when applying for external funds.
PIs with animals requiring special care, equipment, or supplies, or any exemptions from standard animal care procedures, must have prior IACUC approval and must inform the Animal Facilities Manager so that appropriate arrangements can be made. *PIs must notify the Animal Facilities Manager if their animals will be exposed to materials or procedures which may be hazardous to personnel. A risk assessment conducted by the ISU Environmental Health and Safety department must be in place.*

If animals are to be shipped or PI-transported from other than an approved/registered facility, the Attending Veterinarian and Animal Facilities Manager must be consulted beforehand. They will assist the PI in making sure transportation conditions and containers are species-appropriate and conform to pertinent standards, laws and regulations.

### 8.3. Animal Husbandry and Veterinary Care

#### 8.3.1. Husbandry

The Guide has established housing and husbandry standards, and ISU is committed to conforming to those standards. The Animal Facilities Manager, in consultation with the PI, is to select suitable cages or other housing, in accordance with The Guide. Environmental factors, such as temperature, humidity, ventilation, illumination, feed, bedding, sanitation, waste disposal, and vermin control are all important and necessary to providing optimal housing conditions for the animals. IACUC may approve environmental conditions that differ from the conventional situations only if strong scientific justification is established in the Protocol.

Compiling and maintaining animal health records are the foundation of both husbandry and veterinary care.

#### 8.3.2. Acclimation and Quarantine

A plan for adequate quarantine and health surveillance/testing will be established prior to animals entering the Facilities. Rooms for such animals have additional restrictions concerning access by personnel; please discuss any concerns in this regard with the Animal Facilities Manager. The extent of any quarantine period is determined by the species and by knowledge of the animal’s source and previous history. In quarantine, animals will be separated by species. The isolation, quarantine and acclimation program for newly arrived animals is necessary to provide time to assess their health status, allow them to recover from the stress of shipment, have an opportunity to adapt to their new environment, and to minimize introduction of disease into the Facilities.

Arriving animals, regardless of source, must be allowed an acclimation period before study. Effects of transport, large temperature fluctuations, as well as changes in feed, water and housing conditions are physiological stressors which can impact both animal health status and research results. Acclimation times are three days for rodent species, seven days for non-rodent mammals, and are as-needed for non-mammal species.

Animals may be exempt from this policy only if they meet the following criteria:
• Animals undergo immediate terminal procedures
• PI gives scientific justification for why acclimation is not necessary or would have a negative impact on the project. This must be outlined in the protocol and approved by IACUC ahead of time.

Quarantine and surveillance is required for all animals from non-commercial sources. Colonies may be exempt only if they meet the following criteria:

• The colony will only be in existence for six weeks or less
• All the animals will be eliminated and the room completely emptied and sanitized before any new animals are introduced.

8.3.3. Initial Health Status

Upon arrival, Animal Care Facilities staff will visually inspect each animal, reporting any concerns to the Attending Veterinarian. Rodents from vendors or approved outside sources (e.g., transferred from another university) must have accompanying health records. Fecal samples will be collected for medical testing during this initial inspection. Sentinel animals (if applicable) will be selected and placed in appropriate racks.

(Sentinel animals are periodically euthanized and tested for disease as a means of monitoring colony health; PIs need to be aware that if sentinels are required, they must be included in their project budget. Questions concerning sentinel animals should be addressed to the Animal Facilities Manager or IACUC.)

Non-rodents species will have an Initial Health Plan formulated by the Attending Veterinarian, Animal Facilities Manager, and the PI, based on species, source of animals, and risk to staff and other animals/colonies.

8.3.4. Surveillance, Diagnosis, Treatment and Control of Disease

All animals will be checked daily in their rooms, including weekends and holidays. Signs of illness, injury, or abnormal behavior are reported to the Animal Facilities Manager.

Daily records of monitoring are kept in the room. For rodents there is a specialized “Rodent Health Monitoring” document. As with the Initial Health Plan, the Attending Veterinarian, Animal Facilities Manager, and PI will formulate a plan based on species, source of animals, and risk to staff and existing colonies.

All health concerns are to be recorded and reported to Attending Veterinarian. After initial examination and evaluation, a plan will be formulated by the Attending Veterinarian with the PI and Animal Facilities Manager for diagnosis, treatment, and control. This may include euthanasia and necropsy, blood work or other diagnostic modalities, and removal/quarantine of individuals.

8.4. Frequently Asked “Working with Animals” Questions

• What does it cost to use the Animal Facilities? Ask the AFM for current per diem rates.
• **What is included in my per diem?** Per diems pay for the husbandry of the animal, including food, bedding, water, room care, cage cleaning, PPE for techs and assistant researchers, except gloves as it pertains to research; the cleaning of the facility, and all other things related to the care and access to the animals and their health checks. Expenses and arrangements beyond keeping the animals clean and healthy in the facility, are not covered by per diems, that is per diems do not cover an individual researcher’s specific project needs: drugs, containers, special caging, equipment used for their research, sutures, health or tissue testing.

• **How do I order animals?**
  - Only the AFM can order animals. Use the order form found on the Animal Facilities website or contact the AFM to receive a form.

• **Can I transport animals?** Contact the AV and AFM for guidance.

• **Available Veterinarian services?**
  - The Attending Veterinarian maintains regular on-campus hours (~5 hours per week), and is available “on-call” to:
    - assess animal health
    - aid in prevention, control, diagnosis and treatment of animal disease and injury
    - consult with researchers on handling, restraint anesthesia, analgesia and euthanasia
    - train personnel in appropriate surgical techniques and procedures
    - monitor surgical procedures and post-surgical care
    - consult with researchers about their protocol and is required if using USDA animals.

• **What are the basic animal services provided by the Facilities?**
  - Typically (and as required by pertinent national standards, laws and regulations) the following describes the most basic level of care for animals in the Facilities:
    - all animal care is supervised by the AFM
    - all animals have adequate water and are fed food that meets or exceeds standards for good nutrition for laboratory animals (as noted above, any special diets must be handled through the AFM)
    - all feeding and watering devices are cleaned as needed (minimum once weekly)
    - cages/housing are cleaned as needed; cleaning intervals must be based on individual species’ needs
    - all animals leaving the facilities for study in other locations will be properly housed in clean cages or other appropriate housing.

• **How do I get controlled substances for use in my research with animals?**
  - If you are using a controlled substance as part of your research you will need to secure your own DEA license. See the ROC webpage for details under the Use of Controlled Substances tab.

  Controlled substances for euthanasia are provided by the Facilities.
9. Working with Animals in the Field

9.1. Responsibilities

- Protocol must be completed, along with protocol type form for field studies. These are submitted for IACUC review.
- PI must have all necessary licenses and permits
- All researchers must take the appropriate CITI training
- Be aware of any requirements doing research out of the state of Idaho.

9.2. Frequently Asked Questions about Field Work

- Is it permissible to take a firearm when working in the field? Use and possession of firearms must comply with ISU policies and Idaho law.

10. Continued Monitoring

10.1. Annual Review

Yearly you will receive paperwork for an annual review. This is sent to you 3 months before the date of your annual renewal. You must submit the completed annual review to anmlcare@isu.edu at least 1 month before the anniversary date of approval.

10.2. Post approval monitoring (PAM)

Upon receipt of your annual review the Research Compliance Coordinator will assign a post approval monitoring for your project to one of the IACUC members. The RCC or the assigned IACUC member will call you to schedule. The IACUC member will receive a copy of your final protocol, the annual review and the PAM checklist. The PI will also be sent a copy of the PAM checklist. The PAM will occur no later than one month after the anniversary date.

10.3. Unscheduled walk-through

These may occur with or without advance warning to the PI. Facility staff will conduct daily monitoring of animal health, required documentation, surgical records and other key data.

11. CITI Training Instructions

These are the instructions on how to register and enroll in CITI online training, as noted in Section 7.1 Training. CITI Laboratory Animal Welfare modules are required for both working with animals in laboratory settings and for field research projects.

Students: You will need to know which animal species you will work with or study in order to complete training in the CITI system. You must ask your Principal Investigator or instructor for this information. Page 21 displays the list of choices that are available.

Follow the detailed instructions on the next page to get started with CITI. Having issues with the software? Contact Tom Bailey at (208) 282-2179, bailthom@isu.edu.
CITI Program Instructions for Animal Users

1. Go to -
https://www.citiprogram.org/index.cfm?pageID=14&languagePreference=English&region=1

2. Register: If you have not registered with CITI, click as seen below

   If already registered skip to number 3

Complete each screen for each of the 7 Steps

Steps: 1 2 3 4 5 6 7

Step 1. You will need to type in Idaho State University as your Organization Affiliation, hit enter, then agree to
   • the terms of service
   • the Privacy Policy, and
   • affirm that you are affiliated with ISU

You must respond to each of these fields to continue registration.
Step 2. Fill in information as requested

Step 3. Create your Username and Password
Step 4. Country of Residence

Step 5. Answer NO to the CE credit question, because **ISU does not support this.**
Step 5. continues – You must also answer the * questions in order to move on to the STEP 6.

Step 6.
This is the demographic information. If you do not have an office phone number, you may use a department phone number instead.

*These fields display as a long continuous screen. These screen shots are split to fit the instruction pages.*
Step 6. Continued
Answer the required question,

* Which Course Do You Plan to Take?
by picking from the list:
Laboratory Animal Welfare

At STEP 7. You will

There are Eight (8) Curriculum Options, listed as Question 1 thru Question 8

- Skip Questions 1, 2, 3, 4
- Answer Question 5, Would you like to take the Conflicts of Interest course?
  By clicking "NO"
- Answer Questions 7 (Export Controls) and 8 (Biosafety/Biosecurity)
  "Not at this time"

Scroll to Question 6, Laboratory Animal Welfare

All animal-related questions are under Question 6

If you are a Principal Investigator you will choose “Researchers” from the list below.
Students will choose “Students Working with Animals” from the list below (Taking one of the
species modules is a minimum requirement). If doing Field Research, both Principal
Investigators and Students will choose “Wildlife Research” from the list.
Choose any species-specific modules from the list that will pertain to your project:

**Laboratory Animal Welfare**

Do you conduct studies that use Lab animals?

1. If YES, then you must complete the Basic course and the appropriate species specific modules.

2. If you are an IACUC Member you should complete the "Essentials for IACUC Members".

3. Choose the appropriate species specific electives according to your research interests.

- [ ] Researchers
- [ ] Animal Technicians
- [ ] Research Administrators and Staff
- [ ] IACUC Members and Staff
- [ ] IACUC Community Members
- [ ] Institutional Official: Animal Care and Use
- [ ] IACUC Chair
- [ ] Wildlife Research
- [ ] Post-Approval Monitoring (PAM)
- [ ] Students working with Animals

Select if Principal Investigator
Select if joining Field Research
Select if Student

**Species Specific Modules**

- [ ] I work with Frogs, Toads or other Amphibians
- [ ] I work with Cats
- [ ] I work with Dogs
- [ ] I work with Ferrets
- [ ] I work with Fish
- [ ] I work with Gerbils
- [ ] I work with Guinea Pigs
- [ ] I work with Hamsters
- [ ] I work with Horses
- [ ] I work with Mice, Family: Muridae Cricetidae
- [ ] I work with Non-Human Primates
- [ ] I work with Rabbits, Family: Leporidae
- [ ] I work with Rats, Genus: Rattus
- [ ] I work with Reptiles
- [ ] I work with Sheep and/or Goats
- [ ] I work with Swine
- [ ] I work with Cattle
- [ ] I work with Zebras
- [ ] I work with Genetically Modified Mice

Select all Species for your project.
If uncertain, ask your instructor or PI

Remember to answer Questions 7 and 8 as "Not at this time" and then click Complete Registration.

When you have completed the module(s), an email will be sent to ISU’s CITI administrator and then will be forwarded to the Animal Care Facility.

**CITI TRAINING MUST BE COMPLETED IN ORDER TO WORK WITH ANIMALS.**

Contact Tom Bailey (208) 282-2179 with CITI software questions. For questions about animal species call Mia Benkenstein, Animal Facilities Manager, (208) 282-3895 or nettmia@isu.edu.

See the following page for this diagram.

Diagram Key:

**AFM** - Animal Facilities Manager  **CC** - Compliance Coordinator

**DMR** – Designated Member Review  **EH&S** – Environmental Health & Safety Office

**IACUC** – Institutional Animal Care and Use Committee

**PI** – Principal Investigator  **RA** – Risk Assessment

**AV** - Attending Veterinarian