



## GETTING STARTED WITH ANIMAL RESEARCH AT UVA

Below is a brief outline of the requirements you'll need to complete in order to conduct animal work. Some of these will vary slightly depending on whether you are the Principal Investigator of a project or if you are an animal handler planning to do animal experiments. They will also vary depending on the type of work being conducted.

1. Obtain a UVA computing ID and password. A NetBadge ID and password will be needed to access our program features, including protocols, training, and occupational health forms.
2. As a new Principal Investigator (PI), you will need to prepare an animal use protocol. Animal handlers should review the existing protocol to be sure proposed experiments are fully described within. If your experiment will deviate from approved procedures, a protocol modification must be submitted and approved by the Animal Care and Use Committee (ACUC).
3. Obtain approval for the use of biohazardous materials or radioisotopes, if used in your research.
4. Complete the necessary training requirements
5. Complete the required occupational health assessment for animal handlers.

### ANIMAL USE PROTOCOLS

- Federal regulations stipulate that no one may use or order animals without being on a protocol approved by the Institutional Animal Care and Use Committee (ACUC). Ms. Sarah Hudson oversees the ACUC office supporting the committee's work and can answer questions about the protocol system and ACUC review and approval.
- Our protocol system is web-based and you will need your NetBadge ID and password in order to gain access.
- The University of Virginia permits only appointed faculty members to be the Principal Investigator (PI) on a protocol. Graduate students and medical residents may be sponsored by a faculty member, but the faculty member will be the PI of record on the protocol.
- Anyone performing animal work needs to be listed as an animal handler on a protocol. Once added, you must complete all requirements (see below for training and occupational health requirements) and become an approved animal handler in order to start working with animals.
- The ACUC meets once a month to review protocols. The submission deadlines are approximately 2 weeks before the meeting for existing protocols and a minimum of 3 weeks before the meeting for new protocols. See the ACUC protocol submission deadline calendar here: <http://www.virginia.edu/vpr/iacuc/meetings.html>
- All new protocols are required to have pre-review by Dr. Shawn Rosensteel. Instructions for creating a new protocol: <http://www.virginia.edu/vpr/iacuc/docs/CreatingNewProtocol2009.pdf>
- The ACUC protocol submission website is: <https://vprgsecure.web.virginia.edu/acuc/>

### OBTAIN APPROVAL FOR HAZARDOUS MATERIALS

- If you plan to use biohazardous materials or radioisotopes in live animals, you will need to get approval from the appropriate compliance committee before the ACUC will approve your animal use protocol.
- Institutional Biosafety Committee: <https://vprgsecure.web.virginia.edu/bio/ibc.cfm>
- EHS Radiation Safety: [http://ehs.virginia.edu/rad/rad\\_about.html](http://ehs.virginia.edu/rad/rad_about.html)
- EHS Chemical Safety information: <http://ehs.virginia.edu/ehs/ehs.chemicalsafety.html>

## TRAINING REQUIREMENTS

- Animal research training is provided by the Office of Animal Welfare under the direction of Ms. Angela Gamble.
- Approval as an animal handler is contingent on completing the mandatory training requirements.
- All new animal handlers are required to take the Animal Research Orientation Seminar. This seminar is offered once monthly and a 60 day grace period is provided to attend. PIs who do NOT list themselves as animal handlers must either attend the orientation seminar or complete an online module, "Refresher in Animal Research for PIs".
- All other mandatory training is available online. Details and instructions are available at <http://www.virginia.edu/vpr/animalwelfare/online-training.html>
- A variety of optional hands-on classes and workshops are also offered to provide more in depth training. See <http://www.virginia.edu/vpr/animalwelfare/classes.html> for more information and schedules.
- Questions about training requirements and class registration may be referred to Mary Riggins at [msr5p@virginia.edu](mailto:msr5p@virginia.edu) or 243-1480.
- The ACUC develops [policies and guidelines](#) to ensure UVA's compliance with federal regulations for animal care and use. It is expected that all animal handlers are familiar with relevant policies and fully comply with these institutional procedures. In addition, all animal handlers should have read the protocol(s) that they are listed on.

## OCCUPATIONAL HEALTH PROGRAM REQUIREMENTS

- Anyone who will have contact with live vertebrate animals is required to participate in the occupational health program.
- An initial face-to-face visit with a health care professional is required. For most individuals, a face-to-face visit will only be required once every three years, with an annual online health assessment required in the intervening two years. Certain categories of individuals at increased risk or with prolonged exposures may be required to complete a face-to-face assessment more frequently.
- You must be listed as an animal handler on a protocol before you can have your health care assessment. This is because your specific risk profile (i.e., species exposure, biohazard risk) is based on the protocol. You will need to [download](#) and complete a questionnaire and take with you to your appointment.
- Employees report to UVA WorkMed for their health assessments; students report to the Elson Student Health Building.
- Additional information about the Occupational Health Program for animal handlers is found at <http://www.virginia.edu/vpr/iacuc/occhealth.html>.

## CENTER FOR COMPARATIVE MEDICINE

- **The Center for Comparative Medicine**, under the direction of Dr. Sanford Feldman, oversees the housing, husbandry and veterinary care of animals used for teaching and research at UVA.
- **Access to Vivarium:** You will be required to be an approved animal handler before you are provided with access to an animal facility. In addition to the training provided by Office of Animal Welfare, you must attend an Animal Facility orientation, also called "Barrier Training". This training is provided by the vivarium supervisors, and is specific to the facility he/she oversees. Contact the appropriate [facility supervisor](#) to schedule your facility orientation. You will also be provided with the CCM Barrier Manual which provides detailed information on rules and procedures to follow when working in an animal facility.
- **Performing animal work using BSL2 or 3 agents:** Before receiving ACUC approval to use BSL2 and/or 3 agents in animal experiments, you must first acquire [IBC](#) approval and complete any IBC related training requirements. If you will be keeping animals that have been administered a BSL2 or 3 agent in a vivarium, additional training is required to ensure

safe handling practices for you as well as CCM staff. Ask the facility supervisor to also provide you with CCM Animal Biosafety Level 2 training prior to beginning those experiments. BSL3 work is only performed in a dedicated facility located in MR-6. The vivarium procedures [manual for ABSL2 work](#) is available from CCM's website.

- **Animal Ordering:** You must be listed as an animal handler on an approved protocol before you can order animals. Animal ordering is done online with a web-based system that is linked to the ACUC protocol system. For more information see <https://www.virginia.edu/vpr/ccm/orders.html>
- **Animals from Other Institutions:** If you plan on bringing or transferring animals from your home institution, be sure to contact the Director of Comparative Medicine, Dr. Sanford Feldman, well before your arrival so that proper arrangements can be made. It is likely that your animals will have to spend several weeks in quarantine, so expect delays before you can begin research. For more information, contact Dr. Sanford Feldman at [shf2b@virginia.edu](mailto:shf2b@virginia.edu) or 434-924-5058.
- **Other information:** Please refer to the [Barrier Training Manual](#). If you still have questions contact one of the key individuals below.

Name	Department/Office Affiliation	Phone	Email
Angela Gamble	Office of Animal Welfare, Compliance Associate	924-5752	<a href="mailto:adr8s@virginia.edu">adr8s@virginia.edu</a>
Mary Riggins	Office of Animal Welfare, Training Coordinator	243-1480	<a href="mailto:msr5p@virginia.edu">msr5p@virginia.edu</a>
Sanford Feldman, DVM, PhD	Center for Comparative Medicine, Director	924-5058 PIC# 2165	<a href="mailto:shf2b@virginia.edu">shf2b@virginia.edu</a>
Shawn Rosensteel, DVM, MS	Center for Comparative Medicine, Clinical Veterinarian	924-2090 PIC# 2053	<a href="mailto:sr7ae@virginia.edu">sr7ae@virginia.edu</a>
Micki Laman	CCM, Office Manager	924-9984	<a href="mailto:msl7c@virginia.edu">msl7c@virginia.edu</a>
Carl E. Creutz, PhD	Animal Care and Use Committee, Chair	924-5029	<a href="mailto:cec3n@virginia.edu">cec3n@virginia.edu</a>
Sarah Hudson, CPIA	ACUC Office, Director	924-0238	<a href="mailto:sbh6w@virginia.edu">sbh6w@virginia.edu</a>
Tesha Westbrook	ACUC Office, Protocol Specialist	924-0405	<a href="mailto:tcc4s@virginia.edu">tcc4s@virginia.edu</a>
Tom Leonard	Biosafety Office, Environmental Health & Safety, Assoc. Director	982-4928	<a href="mailto:tleonard@virginia.edu">tleonard@virginia.edu</a>

## CHECKLIST FOR NEW ANIMAL HANDLERS

On the following page is a checklist which can be used for all new animal handlers. This is a useful tool for the individual responsible for overseeing training of new laboratory members. You may want to add additional items to the list to meet your particular research needs.

## CHECKLIST FOR NEW ANIMAL RESEARCHERS

This list was created to facilitate orienting new laboratory staff, students, and faculty to the use of animals in research, teaching, and testing. The items listed in this checklist are considered MINIMUM requirements for using animals at University of Virginia.

Please maintain these completed checklists as documentation in your laboratory.

**NAME OF INDIVIDUAL:** \_\_\_\_\_

**PRINCIPAL INVESTIGATOR:** \_\_\_\_\_

ITEM	DATE COMPLETED	VERIFIED BY:
Added to all appropriate protocol procedures as an animal handler <i>(followed by ACUC approval)</i>		
Approved by Work Med or Student Health to work with animals		
Attended Orientation Seminar		
Completed all required online training modules		
Has read and understands the relevant animal use protocols		
Has received vivarium orientation and barrier facility training		
Understands policy regarding moving animals to/from animal facilities and research areas		
Understands requirements for animal and caging identification		
Demonstrated ability to handle and restrain species being used		
Demonstrated ability to humanely euthanize according to protocol		
Understands how to report an animal welfare concern		

**REMEMBER: Animals are only to be used for procedures described on the specific protocol the animals are purchased or bred under and are never to be transferred to another lab or another experiment without prior authorization.**