



**Division of Research
Comparative Medicine**

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Version: 02

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SOP # 001

Title: Training New Lab Animal Care Technicians

SCOPE: This SOP is applicable to all Comparative Medicine personnel

SOP OWNER: Training Coordinator

PURPOSE: To outline the procedures for training new lab animal technicians.

LOCATION: All vivaria

Approved by: Sylvia Gografe, D.V.M., Ph.D. Director Comparative Medicine

1. Responsibilities

- a. Lab Animal Technician/Veterinary Technician
 - i. Adhere to procedures as outlined in this SOP.
 - ii. Make sure that all completed training activities are entered into Training Checklist and Trainer signs off.
- b. Facility Manager
 - i. Adhere to procedures as outlined in this SOP.
 - ii. Ensure procedures are followed as outlined in this SOP.
 - iii. Ensure appropriate training is provided to particular personnel depending on function/job description and assurance that Training Checklist is signed
- c. Training Coordinator
 - i. Adhere to and ensure procedures are followed as outlined in this SOP.
 - ii. Ensure appropriate training is provided to particular personnel depending on function/job description and assurance that Training Checklist is signed
- d. Director/Veterinarian
 - i. Adhere to procedure as outlined in this SOP.
 - ii. Ensure appropriate training is provided to particular personnel and necessary resources are available.

2. General

- a. Eating, drinking, chewing gum, and applying cosmetics is not permitted within the facility.
- b. Appropriate PPE as required for the particular area has to be worn and universal precautions followed when working with animals.
- c. Wash hands after handling animals.
- d. Animals are capable of inflicting scratches and bites. Use caution and proper handling techniques to prevent injury.
- e. In the event of an injury, notify Facility Manager immediately and complete injury report.

3. Introduction to New Employees

- a. Attend Human Resources' "FAU New Hire Orientation" at the earliest possibility.
- b. Attend Ethics, IACUC, and 3 R's training presented by the Veterinarian.
- c. Complete online Collaborative Institutional Training Initiative (CITI) modules as assigned by Facility Manager and outlined in the IACUC Training Policy.
- d. Attend EH&S training as assigned by Facility Manager following EH&S's requirements.
- e. Complete online golf cart training (Boca Raton campus only).
- f. The Training Coordinator will present an overview of SOPs, Regulations, IACUC Policies, The Guide for the Care and Use of Laboratory Animals (also known as "The Guide"), the AWR(if applicable), and other materials as assigned by the Facility Manager or Veterinarian.

4. On the job training

- a. Attending Veterinarian/Director will meet with the new employee and discuss the following topics:
 1. Department mission and vision for animal care and use program, structure of DoR and CM
 2. Ethics and importance of animal research
 3. Importance of proper and humane care of animals and impact on animal well-being and quality of research data
 4. Confidentiality, publicity (i.e. when asked or contacted about animal research at FAU), security
 5. Brief introduction to pain, stress/distress and health concerns in relevant species
- b. Facility Manager (FM)
 - i. An overview of the Comparative Medicine' facilities and operations will be conducted by the FM, including but not limited to the following:
 1. Work schedule, annual leave, and sick leave
 2. Appropriate conduct in the work place
 3. Occupational hazards and overview of the university policies and forms.
 4. Job duties and Performance Review

5. Facility tour and Owl Card Access

- c. Training Coordinator (TC) and/or designee
 - i. Provide the following materials: The Guide, SOPs, IACUC policies, AALAS certification workbooks, SDS, New Personnel Orientation Form
 - ii. The TC will facilitate on the job training, and it will be conducted by the TC or his/her designee
 - iii. An emphasis will be placed on the importance of daily checks and making sure all animals have access to food and water where applicable, appear healthy, and are able to move freely in their cage/tank.
 - iv. Once a task is successfully demonstrated by the New Technician, the Trainer will document it on the CM New Personnel Training Form.
 - v. Once the trainer has signed off on a task, the TC will assess if the New Employee is proficient in the task.
 - vi. Once the New Employee has been assessed and considered proficient, the New Employee may work a weekend accompanied and directly supervised by the Facility Manager or his/her designee.
 - vii. If the New Employee demonstrates skill and understanding during the supervised weekend, the New Employee may be signed off to work a weekend alone. If not, the New Employee will partake in additional training and supervision.

5. Assessment and follow up

- a. See “New Personnel Orientation” form, which includes the following tentative timelines for the New Employee to display proficiency:
 - i. 2 Weeks: General Training
 - ii. 1 Month: External
 - iii. 3 Months: Husbandry, Vivaria Operations
 - iv. 4 Months: Basic Breeding, Euthanasia
 - v. 6 months: Sanitizing, Equipment Operation and Safety
 - vi. 6 months: SOPs and IACUC Policies starting with the material most necessary for performance of the job.
 - vii. The TC will conduct a follow-up assessment at least once a year thereafter.

6. Record Keeping

- a. The new animal technician will send the FM or TC their certifications for CITI, EH&S, and Occupational Hazard forms upon completion.
- b. All Comparative Medicine staff will complete the CM New Personnel Orientation form where applicable.
- c. All certifications and completed forms will be filed in the New Employee’s personnel file. Copies of original forms will be given to the employee for his/her personal records.

7. Part-time Employees

- a. The Part-time employee will complete duties and training as assigned by the FM depending on what the job description states and necessitates.
- b. At a minimum, part-time employees will receive the General Training, complete assigned CITI modules, will enroll in Occupational Health Program, and obtain basic husbandry training and an overview about the Euthanasia Policy pertaining to the species in their responsibility.

Review Date	Revision Date	Revision Number	Description of Revision
	7/26/2017	2	Added emphasis of daily health checks, added Vet Tech