

IACUC Researcher Education Requirements

All PIs and research personnel working with animals must complete the training topic requirements currently listed in 9 CFR, Part 2, Subpart C, Section 2.32(c) which outline the current laws and regulations, the ethics of animal experimentation, the responsibility of each person to ensure that animals receive humane treatment, the responsibilities and function of the IACUC, the 3 R's (Reduction, Refinement, and Replacement) of animal research, and disclose financial conflicts of interests *prior* to beginning any animal research-related activities. Trainings will be verified prior to iRIS access being granted. In addition, approval of IACUC Annual Status Reports and 3-Year Renewals will be withheld until all research personnel have been verified as having completed/updated training and financial disclosure reports on file.

Required Training

Working with the IACUC:

All PIs and research personnel are required to complete this training if involved with animal work. The course is available at: <http://www.citiprogram.org/>. Training must be completed every 3 years. Renewal training is identical to the initial CITI course.

Reducing Pain and Distress in Laboratory Mice and Rats:

All PIs and research personnel are required to complete this training if involved with animal work. The course is available at: <http://www.citiprogram.org/>. Training must be completed every 3 years. Renewal training is identical to the initial CITI course.

Working with (Specie) in Research Settings (Specie will vary, i.e. mice, rats, ferrets, fish):

All PIs and research personnel must complete specie specific training according to specie listed on the protocol. Course is available at: <http://www.citiprogram.org/>. Training must be completed every 3 years. Renewal training is identical to the initial CITI course.

Conflict of Interest Course:

Training regarding financial conflicts of interest in research is required of all investigators and research personnel and applies to all research, regardless of funding source. Course is available at <http://www.citiprogram.org/>. Training must be completed every 4 years. Renewal training is identical to the initial CITI course.

Research Financial Disclosure:

TTUHSC EP OP 73.09 requires that Investigators and research personnel update their Research Financial Disclosure forms on at least an annual basis, or within 30 days of a change in significant financial interests. The annual disclosure form may be accessed through iRIS via the Conflict of Interest Module under "My Workspaces" at the top left of the iRIS dashboard.

Occupational Health Safety (OHS):

All PI's and personnel must visit the OHS Nurse for evaluation of the completed Health Questionnaire, before working with animals. The questionnaire is available as a fillable form from the IACUC website at: <https://el Paso.ttuhs c.edu/research/committees/iacuc/forms-guides/default.aspx>, under the 'Help' section in iRIS, and may be requested from the IACUC Lead Analyst at Amanda.ortiz@ttuhsc.edu. An updated questionnaire must be evaluated by OHS every 3 years.

Additional Training-As Applicable

Antibody Production in Animals

All PIs and research personnel must complete this training if working with antibodies. The course is available at: <http://www.citiprogram.org/>. Training must be completed every 3 years. Renewal training is identical to the initial CITI course.

Aseptic Surgery

All PIs and research personnel must complete this training if performing surgery. The course is available at: <http://www.citiprogram.org/>. Training must be completed every 4 years. Renewal training is identical to the initial CITI course.

CITI Instructions

Registration

To begin the on-line course, go to the following web site: www.citiprogram.org and select "Register." Next, enter "Texas Tech University Health Sciences Center-El Paso" as your organization affiliation. Continue through the multiple step process to establish your Username and Password. You do not need an eRaider account to complete the training. TTUHSCEP personnel must use their TTUHSCEP email address for registration. You may include a secondary email as well. On the CITI registration page you will need to select the training (as indicated previously) that is required for the research that is being done.

To add a course to an existing account, log in, click on "View Courses" under Texas Tech University Health Sciences Center-El Paso, scroll down to the bottom of the page, and click on "Add a Course." Respond with a "yes" to the questions related to the course you need to complete, and follow the prompts.

NOTE: PLEASE USE YOUR TTUHSCEP EMAIL ADDRESS FOR REGISTRATION AT [WWW.CITIPROGRAM.ORG](http://www.citiprogram.org)

Course Completion

Upon successful completion of the course, you will be able to download a course transcript and print a certificate. Please keep for your records. TTUHSCEP is also notified of your successful completion of the course, but we are not provided with a copy of it. You will be required to achieve an overall score of at least 80% to successfully complete the course. You can also log back in at any time to print your completion report by clicking on "View previously completed coursework."

CITI Accounts Previously Affiliated with Lubbock

All TTUHSC El Paso research personnel must affiliate their CITI account with the El Paso campus. Go to the CITI website at www.citiprogram.org and from the main menu, select "Add Affiliation" and follow the prompts. Select Texas Tech University Health Sciences Center-El Paso as your institution. Proceed with completing required training as indicated above.

Checklist:

In order to request an iRIS user account, please complete the following steps:

- 1) Working with the IACUC at www.citiprogram.org
- 2) Reducing Pain and Distress in Laboratory Mice and Rats at www.citiprogram.org
- 3) Working with (Specie) in Research Settings (Specie will vary based on protocol, i.e. mice, rats, ferrets, fish)
- 4) Conflict of Interest (COI) Course at www.citiprogram.org
- 5) **When CITI training is complete, an iRIS user account can be requested at: <https://ttuep.imedris.net>.**
- 6) *The research financial disclosure form will need to be submitted through iRIS once an account is obtained.*
- 7) OHS Clearance is to be obtained prior to beginning animal work.
- 8) Procedural and task-specific training is provided to individuals by their lab supervisors. Additional training needs for PIs and research personnel, including students, is determined by the Attending Veterinarian and the IACUC during protocol review.

Please make sure to submit current contact information. If you are requesting an account as a non-TTUHSC EP employee, please provide information regarding your current status i.e. research volunteer, non-Tech employee, non-salaried clinical faculty, etc., and provide documentation that verifies this information.

For questions related to training and/or requirements, please contact Amanda Ortiz at amanda.ortiz@ttuhsc.edu.