

ADDING RESEARCH PERSONNEL TO AN IACUC PROTOCOL AND GAINING ACCESS TO THE ANIMAL FACILITY

Below are the 4 steps that should be taken to have research personnel added to an IACUC protocol and gain access to the animal facility. In order to be in compliance with IACUC policy, all personnel must obtain IACUC approval before working with animals or entering the animal facility.

1

Occupational Health and Safety (OHS) Enrollment Form

Each individual submits this form to Cambridge Health Alliance (CHA) via email for review and clearance. Allow 5-7 business days for processing from submit date. If CHA needs additional information they will reach out to the individual directly otherwise a clearance will be sent to the IACUC administrator.

https://www.umb.edu/orsp/research_committees/iacuc/health_and_safety_program

2

CITI Training

All UMass Boston researchers, staff, and students who are engaged in research involving animal use are required to complete these CITI training modules every three (3) years; Working with the IACUC, Responsible Conduct of Research and a species specific module -- select the species module(s) appropriate for your research. Modules completed at a different institution can be transferred for credit by the user affiliating themselves with 'University of Massachusetts Boston' within CITI. <https://about.citiprogram.org/en/homepage/>

3

Submit IACUC Protocol Modification

After OHS enrollment form and trainings have been completed, PI can submit an IACUC protocol modification. Once approval has been obtained, the PI will be notified via email that new personnel are approved to work on the IACUC protocol and that they can request access to the animal facilities, if needed.

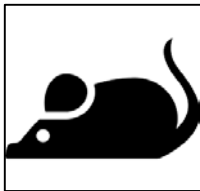
https://www.umb.edu/orsp/research_committees/iacuc/managing_your_iacuc_protocol

4

Animal Facility Tour and Access Request

After IACUC approval has been attained, each individual will need to participate in an animal facility tour prior to working with animals. The PI (or delegate, with CC to PI) can schedule a tour and request access to the animal facility by emailing [Elizabeth Boates](mailto:Elizabeth.Boates@umb.edu).

The below trainings are not part of the IACUC approval process, but are required as part of the animal research training program. IACUC approval will not be held up if the individual does not have these completed prior to request to be on an animal protocol.



Animal Care and Use Training

This training is designed to educate researchers and students on the animal care and use program including UMass Boston responsibilities and policies associated with animals in research as well as identifying hazards associated with the use of animals and how to eliminate or manage those risks. This training should be completed within the first 2 semesters of working with animals - email iacuc@umb.edu for schedule.



Lab Safety Training

This in-person training is provided by the Office of Environmental Health and Safety (OEHS) prior to the start of each semester. If the individual was unable to attend, there is a web-based version available to complete in the interim. Contact OEHS for additional information. <https://www.umb.edu/ehs>