Training Requirements for Working with Animals at UCLA
Revised 03/16/16

1. ARC General Certification Test (CITI **Program Training)**
> https://www.citiprogram.org/
> All personnel listed on an ARC protocol (including all Principal Investigators and Faculty Sponsors, even if they will not have direct animal contact) must complete the online CITI "Animal Research" training course prior to approval to work with animals. In addition, all active animal users must be re-certified every three years.
> Animal users must complete the CITI training prior to being approved to work with animals, and will need to be re-certified every three years thereafter.

2. Medical History Questionnaire (MHQ):
> http://mhq.healthsciences.ucla.edu/
> All UCLA staff and/or students who handle animals or animal tissue, or who have access to the vivarium, must complete this form each year. All questions are required. Your MHQ must be up-to-date before you can take species-specific training, with the exception of rat and mouse.

3. Working with Mice in Research Settings:
> https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/default.aspx
> All mouse users must complete two phases of training:
> 1. Complete the online course entitled "Working with Mice in Research Settings", which is available via the DLAM website (see link above).
> 2. Once the online course has been completed, you will be able to print your certificate of completion and enroll in the next available session of the hands-on portion: Mice Users Wet Lab.

4. Working with Rats in Research Settings:
> https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/default.aspx
> All rat users must complete two phases of training:
> 1. Complete the online course entitled "Working with Rats in Research Settings", which is available via the DLAM website (see link above).
> 2. Once the online course has been completed, you will be able to print your certificate of completion and enroll in the next available session of the hands-on portion: Rat Users Wet Lab.

5. Barrier Facility Training (required for all mouse and rat users):
> https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/default.aspx
> 1. Complete the online course entitled "Working in a Barrier Facility", which is available via the DLAM website (see link above).
> ***Note: A certificate from this online course is also a prerequisite for other barrier walkthroughs (CHS 6V Rat, Warren Hall and TLSB).***

2. Once the online course has been completed, you will be able to print your certificate of completion and enroll in the correct Barrier Walkthrough.
3. Find the vivarium housing locations for your protocols and only take the barrier walk thru for those locations. Information located in RATS protocol under "Locations."

For areas that do not currently have online enrollment, contact the area supervisor for a guided tour at *dlamtraining@mednet.ucla.edu*.

Lab Access Barriers:	**DLAM Maintained Barriers (no lab access):**
NRB-(select areas)	BSRB - Arch (suites)
Gonda	4th Floor- CHS
MRL	NRB-B Floor (select areas)
Warren Hall	CHS B Floor (select rooms)
CHS / PHB-B Floor	Tier 3
2V CHS	ART Lab
6V CHS	
BRI	
TLSB	
4th Floor (select rooms)	
Franz Hall	
Life Sciences	
Rehab	

Biocontainment Facilities:
CNSI
NRB 3rd floor (2 rooms)
3V CHS
BSRB (specific area)
AR-173
TLSB (1 room)

6. Aseptic Surgical Techniques for Mice and Rats (required if performing or assisting with survival surgery).
https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/default.aspx
1. Complete the online course entitled "Aseptic Surgical Techniques", which is available via the DLAM website (see link above).
2. Once the online course has been completed, you will be able to print your certificate of completion and enroll in the next available session of the hands-on portion: Aseptic Surgical Techniques (Wet Lab).
3. **Aseptic Surgical Techniques training is ONLY required if you will be performing survival surgeries. (Survival surgery= Surgical procedures where the patient recovers from anesthesia).**

4. **For any species other than mouse and rat, please contact** *dlamtraining@mednet.ucla.edu*

7. Suture Training for Beginners- optional training *only* for those that will be performing or assisting with surgery.

> https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/default.aspx
>> All requests for suture training, from beginning to advanced, must be sent to the DLAM training inbox: ***dlamtraining@mednet.ucla.edu***

8. Biocontainment Training (required for access to all biocontainment facilities):

> https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/default.aspx

1. Complete the online course entitled "Working in a Biocontainment Facility", which is available via the DLAM website (see link above). *Note: the CNSI BSL2 Barrier Walkthrough requires a separate online (module) verification of requirements before enrollment is allowed.*
2. Complete the required EH&S Classes:
   Biosafety A, B, Cs - Biosafety Level 2 (BSL2)
   Biosafety Level 2 with Biosafety Level 3 practices (BSL2+)
   Biological Safety Cabinet (BSC)
   Bloodborne Pathogens (BBP)
   Medical Waste Management (MWM)
   Laboratory Safety Fundamental Concepts (LSFC)
   Please contact EH&S to obtain a copy of your current transcript: training@ehs.ucla.edu
3. Meet all training requirements and confirm with the OARO that you have been added to active animal ARC protocol. OARO@research.ucla.edu
4. Print your certificate of completion for the online DLAM course and all completed EH&S trainings.
5. If you need access to CHS 3V or CNSI, please enroll online (separate enrollment for each walkthrough as noted above).
6. For BSRB, AR-173, and NRB Biocontainment facility access, contact:
   Jacqueline at JPleitez@mednet.ucla.edu or
   Martha at mmaxwell@mednet.ucla.edu
7. **Note:** Do not enroll in any biocontainment barrier walkthrough unless you are currently listed on an approved protocol. *If you enroll in a walkthrough without being listed on an approved protocol, you will not be allowed to attend the walkthrough orientation.*

   Caution: You must bring the printed certificate of completion for the online course "Working in a Biocontainment Facility" **and** proof of completion (e.g. printed transcript) for all required EH&S courses. Walkthroughs will not be carried out if the requirements listed are not met. *Failure to meet all of these requirements will result in subsequent re-enrollment block and/or a $50 recharge to your PI's account.*

9. Species Specific Training for all animals other than mouse and rat:
    Contact DLAM Training: dlamtraining@mednet.ucla.edu

10. Procedure Specific Training (such as injection training, blood collection):
    Contact DLAM Training: dlamtraining@mednet.ucla.edu
    Please note that before this training, your name must be listed on an active protocol.

11. Vivarium Access:
    Fill out the "Vivarium Security Access Request Form" and submit to: DLAM – CHS 1V-203 or 1v-211 or fax to (310) 825-6119.
    Note: Access is granted once you are on the active protocol.
    http://dlam2web:36992/TechOperations/Form%20Library/0530(A)%20Security%20Access%20Application.pdf

12. UCLA Bruin Card:
    Go to the Bruin card website to set up an account and a pin number:
    http://secure.bruincard.ucla.edu/bcw/web/Home.aspx

13. Environment, Health & Safety (EH&S) Training:
    Additional training may be required specific to your protocol (hazards you may encounter during the course of performing your job duties.)
    Website: https://www.ehs.ucla.edu/

14. Education & Training FAQs (Frequently **A**sked **Q**uestion**s)**:
https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/DLAMEducationFAQs.aspx

15. DLAM Class Directions (must be signed in to the DLAM website):
https://portal.dlam2.ucla.edu/EducationTraining/DLAMTraining/Pages/DLAMClassDirections.aspx

16. View Session Calendar (must be signed in to the DLAM website):
https://portal.dlam2.ucla.edu/EducationTraining/Lists/Sessions/AllItemsCal.aspx

17. Worried about English? Please contact dlamtraining@mednet.ucla.edu for help with your training classes.

18. Do you need DLAM to provide technical services? Please contact dlamtechservices@mednet.ucla.edu to make arrangements with one of our trainers.