

NEW LAB MEMBER CHECKLIST

This checklist is intended to help you and your research staff navigate the training requirements that must be completed in order to receive Animal Research Committee (ARC) protocol approval and gain access to the Division of Laboratory Animal Medicine (DLAM) animal facilities.

Please note: You will need a University ID number to enroll in some of these classes
If you are not UCLA personnel, please contact ARC@research.ucla.edu for information about training.

Occupational Health Survey: <https://mhq.healthsciences.ucla.edu>

_____ **Medical History Questionnaire (MHQ)**

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.

CITI Program Training: <https://www.citiprogram.org/>

To log in to the CITI Program website, click on "LOG IN THROUGH MY ORGANIZATION" to use UCLA Single Sign On (SSO) to connect CITI certifications to ARC personnel records. UCLA SSO is a secure process that allows you to access the CITI Program with your UCLA Logon ID, the single username and password that you currently use for other UCLA applications. Please contact the ARC (ARC@research.ucla.edu) for assistance with UCLA SSO for the CITI Program

_____ **Animal Research (ARC General Certification Test)**

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 to fulfill the ARC General Certification Test requirement prior to protocol approval. Triennial refresher training is also required.

_____ **Species-Specific Training Modules**

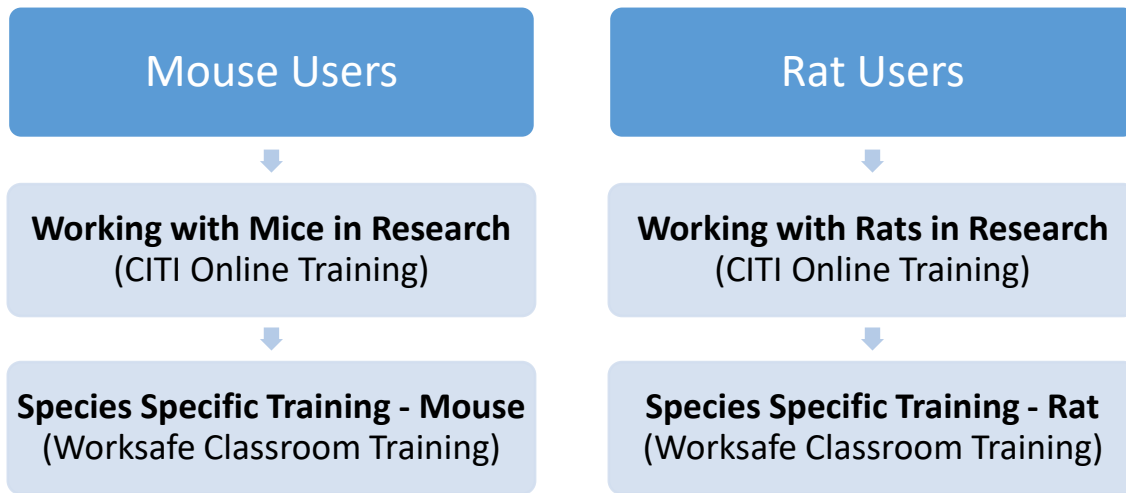
Species-specific training (e.g. "Working with Mice in research settings") is required for each species a trainee will be handling and is accomplished by completing the appropriate online CITI training module, followed by participating in a species-specific wet lab with DLAM. See wet lab requirements below (DLAM Training).

DLAM Training: <https://worksafe.ucla.edu>

_____ **Species-Specific Training Wet Lab**

Mouse and/or Rat

Personnel who will be working with mice and/or rats are required to participate in an in-person handling and techniques wet lab administered by DLAM. Successful completion of the CITI module is required before participating in the in-person wet lab. Visit [WorkSafe](#) and [CITI](#) to complete your DLAM online prerequisite training (please refer to the diagram below.) Once all prerequisites have been completed, visit [WorkSafe](#) to enroll in your classroom training session. Please bring your CITI certificate of completion to the wet lab as verification of completion.



Research Animals other than Mice or Rats

Personnel requiring training for research animals other than mice and rats must complete the relevant CITI species-specific online module (e.g. “Working with Pigs in research settings”) followed by an in-person training. Please email DLAM Training (dlamtraining@mednet.ucla.edu) to schedule in-person training for species other than mice/rats.

Species-Specific Training must be completed prior to attending a DLAM vivarium walk-through. Species-specific training is hands on with a live animal, practicing restraint. Before taking the walkthrough, species-specific training will be needed as well as being added to ARC protocol. **(The protocol does not yet need to be in “approved” status, but it does need to be in the ARC’s system with your name on it in the “Protocol Team Members” section.)**

Aseptic Surgical Techniques

Personnel who will be involved with survival surgery procedures are required to participate in an in-person aseptic surgical techniques wet lab administered by DLAM. Visit [WorkSafe](#) and [CITI](#) to complete your DLAM online prerequisite training (please refer to the diagram below.) Once all prerequisites have been completed, visit [WorkSafe](#) to enroll in your classroom training session for mice and rats. Please bring your CITI certificate of completion to the wet lab as verification of completion.

If you are involved in surgery for species other than mice and rats, please email DLAMTraining@mednet.ucla.edu for classes.

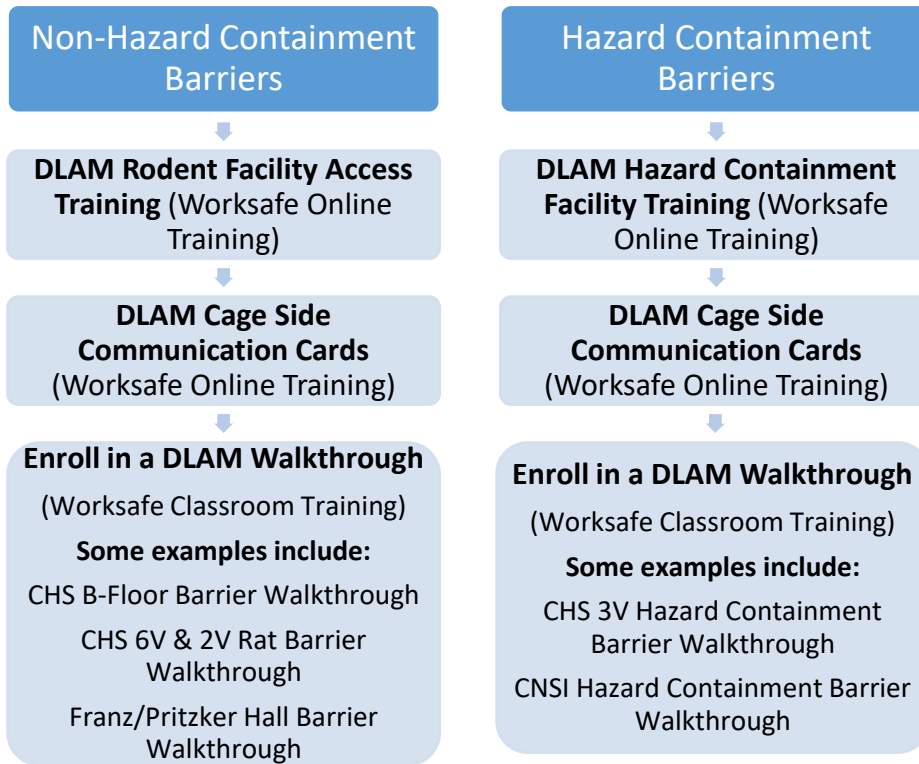


Barrier Walkthrough

In order to complete this training:

- 1) You must complete the prerequisite training on [WorkSafe](#) (please refer to the diagram below.) This includes a separate module on **“DLAM Cage Side Communication Cards” or “DLAM – CSCC”**, which reviews the DLAM cage card system for health case reporting, and communication regarding special activities at the cage card level, such as lab-maintained food and water, post-operative treatments, and expected phenotypes.
- 2) You must have a current MHQ (not expired-).
- 3) You must complete Species Specific Training.
- 4) You must be listed on an ARC protocol and the Housing and Use section must match the DLAM vivarium you wish to enroll in. **The protocol does not yet need to be in “approved” status, but it does need to be in the ARC’s system with your name on it in the “Protocol Team Members” section.**

The [Research Application Tracking System](#) (otherwise known as [RATS](#)) is used to verify eligibility.



The following are training requirements from Environment, Health & Safety (EH&S), Institutional Biosafety Committee (IBC), and Radiation Safety (RS). Depending on your duties, you may be required to complete the following; please sign-up using the WorkSafe Online Course Catalog.

UCLA WorkSafe for EH&S – Online Course Catalog: <https://worksafe.ucla.edu>

_____ **Laboratory Safety Fundamentals**

Required for all laboratory personnel.

_____ **NIH Guidelines for UCLA Researchers: IBC Compliance Training**

Personnel working with hazardous biological materials and rDNA.

_____ **Safe Use of Biosafety Cabinets**

Personnel using or purchasing a Biosafety Cabinet (BSC).

_____ **ATD Training for UCLA Researchers**

The training is required annually for UCLA researchers who may have occupational exposure to aerosol transmissible pathogens as defined by the California Aerosol Transmissible Disease Standard (This includes SARS CoV-2 and materials infected with SARS CoV-2)

_____ **Biosafety Fundamentals**

Personnel working at Biosafety Level 2 containment or above.

_____ **Medical Waste Management**

Personnel handling, disposing, storing, packaging, transporting, and/or treating medical waste.

_____ **Bloodborne Pathogens Training**

Personnel working with human materials, such as established human cell lines.

_____ **B-Virus Exposure Online Training**

Personnel handling non-human primates (NHP) or NHP materials such as brain tissue or fecal matter.

_____ **New Radiation Worker Qualification**

Personnel working with radioactive materials.

For questions on ARC-mandated training, please contact the ARC support office at 310-206-6308 or arc@research.ucla.edu.

For questions on DLAM training, please contact DLAMTraining@mednet.ucla.edu .