

For new personnel who require training:

1. Complete the online modules following the instructions.
2. After modules are complete, Kimberly Cavanaugh will contact personnel with the next available Policy and hands-on training session. If the personnel does not complete all the necessary modules, Kimberly Cavanaugh will email the modules that need to be completed.
3. At the training session, personnel will have the option of receiving a key request, as DLAM is the controlling department for animal facility access.
4. All training records are kept by the IACUC coordinator.

Explanation of training:

1. Online modules must be completed first. This includes any species specific and surgery specific modules that are necessary per the protocol that the individual is listed on. Also, each trainee needs to fill out a Medical Health Questionnaire.
2. After modules are complete, the trainee attends Policy training where a PowerPoint presentation is presented with DLAM's policies regarding entering the animal facility, handling animals, and other necessary policies. The policies are also presented in a hand-out to each trainee. The hand-out also includes information regarding the IACUC at UNTHSC as well as contact numbers for pertinent DLAM employees and how to contact them if needed after hours, weekends, or holidays.
3. The Policy training also includes a tour of the animal facility, showing trainees where to enter, any PPE that is required, and where they can find personnel and equipment, if needed.
4. Hands-on training follows the tour, if the trainee has had no experience or needs a refresher for handling rodents. If a trainee has previous experience at other facilities, they may sign a hands-on waiver that describes how many years of handling experience they have, where they received it, and with what species. Currently we have hands-on training for mice and rats. We also offer hands-on training and certain technique training in large animal. This will be set up at a different time on an as needed basis. During the hands-on training, trainees learn

the cage parts (what is necessary for transporting animals) as well as how to humanely handle the animals. Any of these specific hands on training or bio methods training, can be arranged by emailing Tito@ Tito.Nelson@hsc.unt.edu And a training will be set up at that time.

5. If the trainee will be performing surgeries, the trainee is invited to another PowerPoint presentation that explains aseptic technique for surgery of lab animals as well as the policies regarding surgery here at UNTHSC. Each trainee is required to contact the Animal Health Technician before they perform their first surgery so they can be monitored to assure correct technique. All needed forms will be discussed and can be found at our website www.hsc.unt.edu/departments/lam/ under forms.