



TITLE: Vivarium Access Requirements

SOP Category: Training

CMR SOP #: 9.01

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Approval: Lauren Bright

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SCOPE:

This document describes the procedures to be followed in order to work with animals and have animal facility access. This SOP applies to all Animal Care Staff (ACS), ACS Supervisors (ACSS), Veterinary Staff (VS), and Research Staff members (RS) at the Rutgers University facilities.

OBJECTIVE:

The objective is to provide the procedures and requirements to enter animal facilities and work with laboratory animals at Rutgers University and associated facilities that house animals under Rutgers IACUC approved protocols.

ABBREVIATIONS:

AALAS Learning Library: American Association of Laboratory Animal Science (AALAS) external site used for online training modules.

CMR: Comparative Medicine Resources

CRS: Rutgers' Course Registration Site, found on the [eIACUC](https://eiacuc.rutgers.edu/) website, under eIACUC Home: Course Registration System. After initial access to CRS through eIACUC, CRS can then be accessed directly through <https://crs.research.rutgers.edu/>

eIACUC: <https://eiacuc.rutgers.edu>

PI: Principal Investigator

REHS: Rutgers Environmental Health and Safety

PROCEDURES:

Rutgers netIDs are required for all employees and are needed for completion of training requirements. Rutgers Guest netIDs are available for non-employees.

These procedures must be completed prior to entering an animal facility and/or handling animals that are under a Rutgers IACUC approved protocol. Once requirements are completed, the ACSS or Operations Manager will provide facility access. The Rutgers Animal Care [website](#) is regularly updated with training details.

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New Rutgers Research staff: Any research staff, students, volunteers, or similar that will be working with animals.

- Add new personnel to IACUC approved protocol: PI or PI Assistant must submit a personnel amendment through eIACUC to add staff to their IACUC approved protocol(s).
- Occupational Health Clearance: Complete the online Animal Research Clearance (ARC) Questionnaire
 - Log-in to [eIACUC](#) and click the link for the correct campus under the eIACUC Home tab
- Online Orientation to Animal Care and Use at Rutgers: AALAS Learning Library module
 - Log-in to [eIACUC](#) and click the link for "Online Training Modules" under the eIACUC Home tab. Complete all pages within the lessons and pass the final exam.
- Vivarium Procedures: Virtual Power Point presentation
 - For the current schedule and to register, use CRS.
- REHS Laboratory Safety/biosafety/ blood borne pathogen Training:
 - Register: <https://myrehs.rutgers.edu/>
- Species specific module for each species you work with and a euthanasia module - AALAS Learning Library modules.
 - Log-in to [eIACUC](#) and click the link for "Online Training Modules" under the eIACUC Home tab.
 - Once in the AALAS Learning Library, go to the "Tracks" menu on the left side bar menu.
 - Complete all lessons for the modules of the species you will be working with and pass the final exam.
- Vivarium Tour: Final step after completing the above requirements.
 - Required for each facility access is requested for.
 - Schedule or register through CRS.
 - Exception: for ICPH/RBL and Gnotobiotic facilities, please contact the facility supervisor.

Animal Care CMR Staff: ACS, ACSS, VS (see Table 1)

- Add new personnel to CMR Staff IACUC approved protocol:
 - ACSS submit name and net ID to Training Director/Associate Director or the designated proxy
- Occupational Health Clearance: Complete the online Animal Research Clearance (ARC) Questionnaire
 - Log-in to [eIACUC](#) and click the link for the correct campus under the eIACUC Home tab
 - After submission, must receive clearance letter from Occupational Health to be cleared and before entering the vivarium.
- Online Orientation to Animal Care and Use at Rutgers: AALAS Learning Library module
 - Log-in to [eIACUC](#) and click the link for "Online Training Modules" under the eIACUC Home tab. Complete all lessons and pass the final exam.

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- Completed within 1 week of starting with CMR
- Vivarium Procedures : Virtual Power Point presentation
 - For the current schedule and to register, use CRS found on the [eIACUC](#) website, under eIACUC Home: Course Registration System.
 - Completed within 1 month of starting with CMR
- Animal Health Concerns Training:
 - Email CMR Training Coordinator for Campus
 - Completed within 1 month of starting with CMR
- REHS Laboratory Safety/biosafety/ blood borne pathogen Training:
 - Register: <https://myrehs.rutgers.edu/>
 - Respiratory protection training and N95 or PAPR Fitting

Table 1: New ACS Training Requirements and Timeline

Training Requirement	Description	Completion Instructions	Time Completion Requirement
Occupational Health Clearance	Complete the online Animal Research Clearance (ARC) Questionnaire	Log-in to eIACUC and click the link for the correct campus under the eIACUC Home tab	Prior to entering an animal facility
Online Orientation to Animal Care and Use at Rutgers	AALAS Learning Library module	Log-in to eIACUC and click the link for "Online training modules" under the eIACUC Home tab. Complete all lessons and pass the final exam.	Within 1 week of starting with CMR
REHS Laboratory Safety/biosafety/ blood borne pathogen Training	Given by REHS department; all three sections must be complete	Register: https://myrehs.rutgers.edu/	Within 1 week of starting with CMR
Vivarium Procedures	In-person or virtual live training session	For the current schedule and to register, log into CRS via eIACUC	Within 1 month of starting with CMR
Animal Health Concerns Training	In-person or virtual live training session	Email CMR Training Coordinator for appropriate campus	Within 1 month of starting with CMR
Add CMR Staff IACUC approved protocol		ACSS submit name and net ID to Associate Director or the designated proxy	Immediately and prior to handling animals

Rutgers Student(s) not part of a research lab working with animals: students will not touch or handle any animals. Observation only.

- Occupational Health Clearance: Complete the online Animal Research Clearance (ARC) Questionnaire

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- Log-in to eIACUC with Rutgers netID and password; click the link for the correct campus under the eIACUC Home tab
- After submission, must receive clearance letter from Occupational Health to be cleared and before entering the vivarium.

Visitors and Guests: see Rutgers IACUC Policy, "Visitors to Rutgers Animal Facilities."

Physical Plant: see ACSS for requirements and access.

Rutgers Aquatic Facility:

- Add new personnel to IACUC approved protocol: PI or PI Assistant must submit a personnel amendment through eIACUC to add staff to their IACUC approved protocol(s).
- Occupational Health Clearance: Complete the online Animal Research Clearance (ARC) Questionnaire
 - Log-in to [eIACUC](#) and click the link for the correct campus under the eIACUC Home tab
 - After submission, must receive clearance letter from Occupational Health to be cleared and before entering the vivarium.
- Online Orientation to Animal Care and Use at Rutgers: AALAS Learning Library module
 - Log-in to [eIACUC](#) and click the link for "Online Training Modules" under the eIACUC Home tab. Complete all lessons and pass the final exam.
- REHS Laboratory Safety/biosafety/ blood borne pathogen Training:
 - Register: <https://myrehs.rutgers.edu/>
- Working with Laboratory Zebrafish online AALAS Learning Library module
 - Log-in to [eIACUC](#) and click the link for "Online training modules" under the eIACUC Home tab. Complete all lessons and pass the final exam.
- Fish Facility Tour: Final step after completing the above requirements.
 - Contact Fish Facility supervisor directly to schedule

Rutgers Gnotobiotic Facility:

- Table #1 requirements
- Gnotobiotic Facility Tour: Final step after completing the above requirements.
 - Contact the facility supervisor to schedule a tour.
 - Complete the Gnotobiotic Orientation online self-paced video: Register through CRS
 - The gnotobiotic facility tour includes additional training in sterile techniques.

ABSL 3 Access

- Contact REHS and ACSS for a complete list of requirements:
 - REHS: Biosafety@ipo.rutgers.edu
- Complete required BSL3 training requirements provided by REHS. Register on REHS website: <https://myrehs.rutgers.edu/>