IACUC Guide for Lab Animal Users

Introduction
Research staff can complete web-based training (WBT) or enroll in instructor-led training (ILT) using the Harvard Training Portal (HTP).

IACUC training is restricted; therefore, your Principal Investigator or their Proxy (i.e. Lab Manager) must first register you to the “Working with the IACUC (FAS and HMS)” course.

Once registered, all other training becomes available; you will be able to register on your own. However, if you require assistance, please email the Office of the IACUC (IACUC@hms.harvard.edu).

• Required Training
• Facility Access
• Accessing Assigned Trainings: Method 1: Email Notifications
• Accessing Assigned Trainings: Method 2: From HTP

Required Training

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<tr>
<th>APPLICABLE USER</th>
<th>HTP COURSE</th>
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<tr>
<td>All animal users</td>
<td>• Working with the IACUC (FAS and HMS)</td>
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<td>Mammal or bird users</td>
<td>• Working with BL2-N Infectious Agents in Animals (HMS)</td>
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<td>• Safe Use of Toxic and Hazardous Materials in Animals (HMS)</td>
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<td>Rodent users</td>
<td>• HCCM Cage Based Rodent Records and Necessary Forms (HMS)</td>
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| | • HCCM Facility Orientation Primer (HMS)  
  (Must be completed before scheduling HCCM facility orientation) |
| | • HCCM Rodent Handling (HMS)  
  (Required for users < 3 months experience with animals; complete once) |
| | • Rodent Euthanasia and Compassion Fatigue (HMS) |
| Users performing survival surgery on rodents | • HCCM Rodent Surgery (Blended - HMS)  
  (WBT followed by an instructor-led session) |
| Users working with USDA-covered species  
(e.g. hamsters, non-human primates, rabbits, etc.) | • USDA Medical Records (ILT - HMS)  
  (Instructor-led; register to schedule) |
| | • AWA Emergency Plan (HMS)  
  (While most other courses can be completed triennially, the USDA requires this course to be completed every year) |
| Non-human primate users | • Working Safely with Non-Human Primates (HMS) |
| Aquatic users | • Introduction to Zebrafish (HMS)  
  (Required for fish users) |
| | • Working with the Laboratory Xenopus (HMS)  
  (Required for Xenopus users) |
Facility Access

All users requiring access to an HCCM-managed animal housing facility must submit an online Facility Access Request Form to schedule a facility orientation, but only after (1) completing all of the required training listed above and (2) being added to the appropriate IACUC protocols.

Accessing Assigned Trainings in the HTP

Method 1: Email Notifications

When you are registered for a course, the HTP site will automatically send you an email notification with a direct link to it. Select the link in the email or copy and paste the URL into your web browser, and then select Launch. This will begin the course.

Method 2: From HTP

1. Log in to the Harvard Training Portal using your Harvard Key and select the Me tab.
2. By default, your “My Plan” page opens. Any course you are enrolled in will appear under Learning & Certifications.

3. Under ‘Actions’, select Launch to open the course. Select View Classes to view the course’s schedule and/or enroll in courses that are pending registration.