



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

Applicable User	HTP Course
All animal users	• Working with the IACUC (FAS and HMS)
Mammal or bird users	• Working with BL2-N Infectious Agents in Animals (HMS) • Safe Use of Toxic and Hazardous Materials in Animals (HMS)
Rodent users	• HCCM Cage Based Rodent Records and Necessary Forms (HMS) • 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 (Blended- HMS) (WBT followed by an instructor-led session) • 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](#).

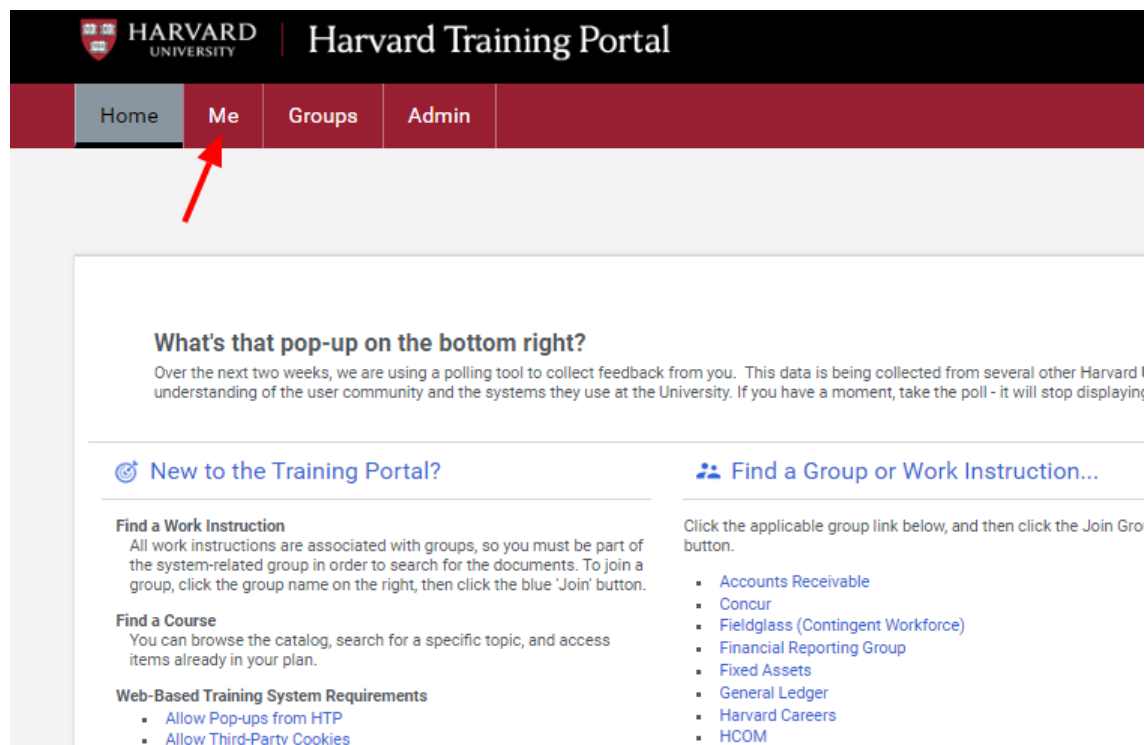
Accessing Assigned Trainings in the HTP

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.





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- By default, your “My Plan” page opens. Any course you are enrolled in will appear under **Learning & Certifications**.

My Plan ACTIONS ▾

Plan To-Do Lists

Learning & Certifications

Completed 28 In Progress 2

Learning & Certifications Filters ▾

NAME	PROGRESS	DUE	ACTIONS
 HCCM Facility Orientation - SPH (HMS) Course Version:1 Web-Based Source : Joshua Springer	IN PROGRESS	06-AUG-2018 6 days remaining	LAUNCH ▾
 User Experience (UX) Foundations (IT) Course Version:1 Instructor-Led Location: Cambridge Start date: 16-OCT-2018	REGISTERED	17-OCT-2018 78 days remaining	VIEW SUMMARY ▾

- 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.

Learning & Certifications Filters ▾

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 User Experience (UX) Foundations (IT) Course Version:1 Instructor-Led Location: Cambridge Start date: 16-OCT-2018	REGISTERED	17-OCT-2018 78 days remaining	VIEW SUMMARY ▾
 Working with Laboratory Xenopus (HMS) Recurring Course Version:1 Source : Joshua Springer	PENDING REGISTRATION		VIEW CLASSES ▾