



Animal Researcher Onboarding, Training, and Facility Access

Access resources designed to provide support for a variety of topics including:

- facility access,
- new PI orientation,
- protocol development and revision,
- safety, and
- species-specific learning.

- Learning Systems Access
- New Animal Researcher Orientation and Facility Access
- New Principal Investigator Orientation
- Hands-on Skills Development
- ARIES Flags
- Contacts

Click on the table of contents to the left to jump to the appropriate section.



Learning Systems Access

All ACUP training is connected to the email address that is listed in your ARIES profile. Log into ARIES to determine if your registered email address ends in **vumc.org** or **vanderbilt.edu**. Then, use the appropriate link below to access the Learning Exchange or the AALAS Learning Library. Additional ACUP species-specific learning is available on the ACUP Species-Specific Information.

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 - New Animal Researcher Orientation and Facility Access
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AALAS Learning Library

VUMC and VU Users

Species-Specific Information

ACUP Website

Learning Exchange

VU Users with
@Vanderbilt.edu email

VUMC Users with
@VUMC.org email



New Animal Researcher Orientation and Facility Access Tours

Congratulations on becoming a member of the VU/VUMC research enterprise!

Before you can be listed on an approved protocol and granted access to ACUP facilities, you must meet various Occupational Health and training requirements. This guide will walk you through that process step by step and provide you with useful links and resources. Failure to complete any of these steps will result in the inability to be placed on an approved protocol and the inability to access any ACUP facilities.

- Learning Systems Access
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ARIES PI
Collection

Be added to the PI Collection and a Protocol in ARIES

- Learning Systems Access
- New Animal Researcher Orientation and Facility Access
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Animal Research Information Enterprise Suite (ARIES) is the tool used to create, submit, and gain approvals for animal research protocols. You must be added to the PI Collection and a protocol in ARIES by either your PI or Lab Manager to take any ACUP training courses.

Contact your PI or Lab Manager to verify that you have been successfully added to the PI Collection and protocol. Once you have been successfully added, you can view the protocol in ARIES. You must be connected to VU/VUMC network/VPN to access.

[ARIES](#)

[ARIES Help Page](#)

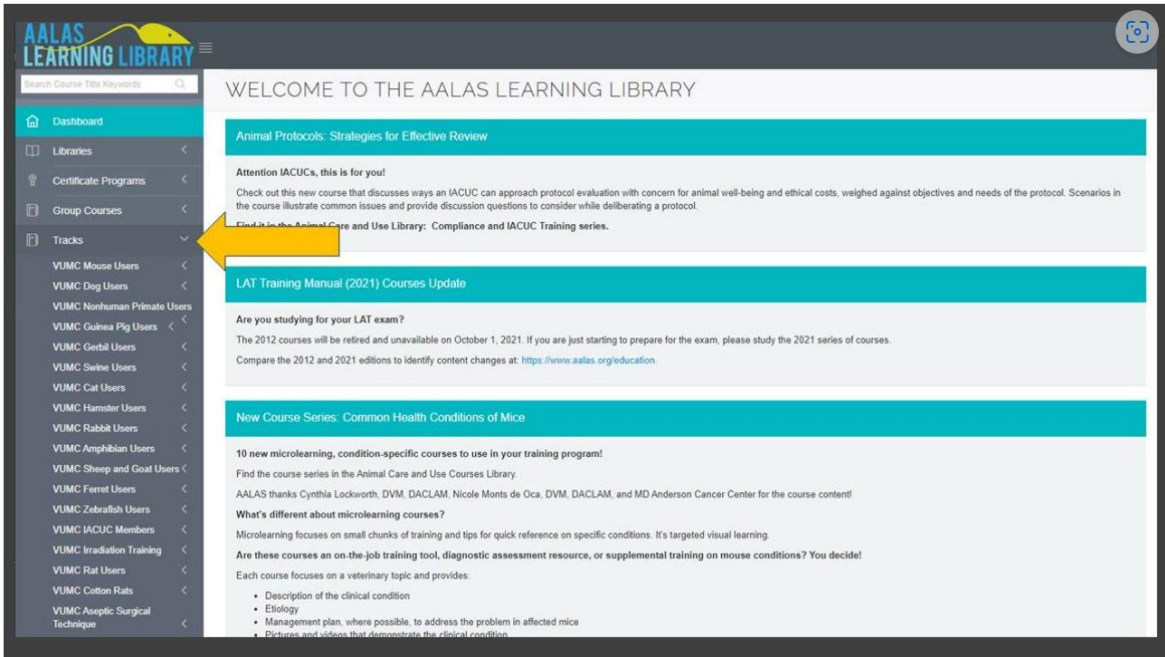
[Next](#)



Complete required training in AALAS Learning

Log into the AALAS Learning Library and complete the species-specific coursework required for your protocol.

- Learning Systems Access
- New Animal Researcher Orientation and Facility Access
- New Principal Investigator Orientation
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1. Log into the AALAS Learning Library
2. Click "TRACKS" in the menu at the left
3. Click the name of the species listed in your protocol.
4. Complete ALL courses listed beneath the species listed in your protocol.





Occupational or Student Health

Complete Occupational Health or Student Health Requirements

There are special Occupational Health Requirements for working in ACUP facilities. All researchers working with animals need to complete the **Animal Allergen Questionnaire** to be added to a protocol and granted access to ACUP facilities. If your protocol has additional requirements, a representative from Occupational Health will contact you accordingly.

- Learning Systems Access
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Graduate or Undergraduate Student

- Download and complete the **Animal Allergen Questionnaire**
- Deliver completed form to Vanderbilt Student Health Center Zerfoss Building.
- Questions? Call (615) 322-2427 or visit the Student Health Website <https://www.vumc.org/student-health/welcome>

VUMC or VU Staff or Faculty

- Download and complete the **Animal Allergen Questionnaire**
- Deliver completed form to VUMC Occupational Health Clinic
- Questions? Call (615) 936-0955 or visit the Occupational Health Website <https://www.vumc.org/hw/ohchomepage>



Learning Exchange Training

Complete required training for your protocol in the Learning Exchange

Enroll in the courses required by your protocol. These might include:

- **ACUP Safety - Isoflurane Safety Training** - Required training for new and existing animal users that are on any procedures using Isoflurane
- **Aseptic Survival Surgery Curriculum** - Required training for users being added to any survival surgeries.
- **ACUP Orientation: Ethics - The Privilege of Working with Animals in Research** - Individuals working with USDA animals are required to take this course training
- **Herpes B Course Requirement** - Individuals working with non-human primates are required to take this course training. In addition, the Herpes B Annual course will need to be taken every year.

- Learning Systems Access
- New Animal Researcher Orientation and Facility Access
- New Principal Investigator Orientation
- Hands-on Skills Development
- ARIES Flags
- Contacts

All ACUP Training is linked to the email address that is listed in your ARIES profile. Log on to the appropriate Learning Exchange and search “ARIES_Required”.

VU Users with
@Vanderbilt.edu email

VUMC Users with
@VUMC.org email

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Learning Exchange Training

Complete the facility orientation training and access tour

Once you finish the training required by your protocol, you may sign up for a facility orientation.

Pick the facility that your lab uses and complete the curriculum.

- Learning Systems Access
- New Animal Researcher Orientation and Facility Access
- New Principal Investigator Orientation
- Hands-on Skills Development
- ARIES Flags
- Contacts

Name		
 ACUP Facility Orientation PRB Animal Facility Training	Continue	⋮
 ACUP Facility Orientation Engineering Science Building (ESB) Animal Facility Training	Enroll	⋮
 ACUP Facility Orientation MCNII 7th Floor Animal Facility Training	Enroll	⋮
 ACUP Facility Orientation MCNI Rodent Animal Facility Training	Enroll	⋮
 ACUP Facility Orientation MCNII 8th Floor Animal Facility Training	Enroll	⋮
 ACUP Facility Orientation Wilson Hall Animal Facility Training	Continue	⋮
 ACUP Facility Orientation MCNIII Barrier Animal Facility Training	Continue	⋮
 ACUP Facility Orientation MCNI USDA (Non-Rodent) Animal Facility Training	Enroll	⋮
 ACUP Facility Orientation MCNIII Neuro Behavior Animal Facility Training	Enroll	⋮

VU Users with @Vanderbilt.edu email

VUMC Users with @VUMC.org email

All ACUP Training is linked to the email address that is listed in your ARIES profile. Log on to the appropriate Learning Exchange and search “acup_facility”.

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New Principal Investigator Orientation

Welcome to the Vanderbilt Research Community!

The Animal Care and Use Program would like to make your transition to Vanderbilt as easy as possible and has created the following quick checklist to help you through the process.

- Learning Systems Access
- New Animal Researcher Orientation and Facility Access Tours
- New Principal Investigator Orientation
- Hands-on Skills Development
- ARIES Flags
- Contacts

Need additional assistance?

Office of Animal Welfare Assurance

(615) 936-8163

iacucsubmissions@vumc.org

VUMC ACUP New PI Checklist



Hands-on Skills Development

All ACUP training is connected to the email address that is listed in your ARIES profile. All individuals registering for these courses MUST be listed on an IACUC approved protocol.

- Learning Systems Access
- New Animal Researcher Orientation and Facility Access Tours
- New Principal Investigator Orientation
- Hands-on Skills Development
- ARIES Flags
- Contacts

Aseptic Techniques

Basic Mouse Handling Techniques and Euthanasia

Mouse Blood Collection and Euthanasia

Advanced Mouse Techniques

All ACUP Training is linked to the email address that is listed in your ARIES profile. Log on to the appropriate Learning Exchange and search “ACUPskills”

VU Users with @Vanderbilt.edu email

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Next



Aseptic Techniques

The goal of this course is to teach research personnel to perform proper protocol specific techniques in mouse handling, restraint, basic injections, and genotyping/identification procedures if applicable. Individuals will learn to perform techniques in a humane manner, in accordance with laboratory animal laws and guidelines.

Course outline (includes both discussion and practical training):

- Learning Systems Access
 - New Animal Researcher Orientation and Facility Access Tours
 - New Principal Investigator Orientation
 - Hands-on Skills Development
 - ARIES Flags
 - Contacts
- Brief species overview
 - Handling and restraint techniques
 - Identification techniques
 - Basic Injection techniques
 - Tail snip for genotyping
 - Review importance of recordkeeping
 - The role and contact information of DAC veterinary personnel
 - Whistleblower Policy
 - Euthanasia



Basic Mouse Handling Techniques and Euthanasia

The goal of this course is to teach research personnel to perform proper protocol specific techniques in mouse handling, restraint, basic injections, and genotyping/identification procedures if applicable. Individuals will learn to perform techniques in a humane manner, in accordance with laboratory animal laws and guidelines.

Course outline (includes both discussion and practical training):

- Learning Systems Access
 - New Animal Researcher Orientation and Facility Access Tours
 - New Principal Investigator Orientation
 - Hands-on Skills Development
 - ARIES Flags
 - Contacts
- Brief species overview
 - Handling and restraint techniques
 - Identification techniques
 - Basic Injection techniques
 - Tail snip for genotyping
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 - Whistleblower Policy
 - Euthanasia



Mouse Blood Collection and Euthanasia

The goal of this hands-on course is to teach research personnel to perform common protocol specific blood collection techniques used on laboratory mice. Maximum volumes and sampling frequency will be discussed. Individuals will learn to perform techniques in a humane manner, in accordance with laboratory animal laws and guidelines.

Course outline (includes both discussion and practical training):

- Learning Systems Access
- New Animal Researcher Orientation and Facility Access Tours
- New Principal Investigator Orientation
- Hands-on Skills Development
- ARIES Flags
- Contacts

- Review of mouse handling and restraint procedures
- Discussion on safe blood volumes, frequency of bleeding and fluid replacement
- Procedural preparation
- Overview of collection methods, to include tail vein injection or blood collection upon request
- Practical training on collection methods
- Importance of monitoring animals
- Recordkeeping
- The role and contact information of DAC veterinary personnel
- Whistleblower Policy
- Euthanasia



Advanced Mouse Techniques

This is an advanced mouse techniques course for individuals who have completed the Mouse Techniques & Rodent Euthanasia class or have previous mouse handling experience. Individuals will learn to perform the following techniques in a humane manner, in accordance with laboratory animal regulations.

Course outline (includes both discussion and practical training):

- Learning Systems Access
- New Animal Researcher Orientation and Facility Access Tours
- New Principal Investigator Orientation
- Hands-on Skills Development
- ARIES Flags
- Contacts

- Oral gavage
- Retro-orbital injection
- Tail vein injection



ARIES Flags

Have you been flagged for an annual training requirement?

Some protocols require recertification of skills and expertise through an annual training requirement. If your protocol has an annual training requirement, you can find it in the Learning Exchange. Select the appropriate Learning Exchange based on the email used in ARIES and complete the course(s) flagged to remain compliant.

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Learning Exchange

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Contacts

- Learning Systems Access
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- New Principal Investigator Orientation
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- ARIES Flags
- Contacts

Office of Animal Welfare Assurance (OAWA)

The Office of Animal Welfare Assurance can assist you with the planning, development, submission, and revision of your protocol.

Email: IACUCsubmissions@vumc.org

ACUP Division of Animal Care (DAC)

The Division of Animal Care provides husbandry and veterinary services for animal research.

Email: ACUPadminoffice@vumc.org

Learning and Development, Specialized Training

Specialized Training provides and supports training courses for the ACUP OAWA and DAC.

Email: ACUPtraining@vumc.org

ACUP App Support

For help with ACUP applications (ARIES, TOPAZ-Elements, MaRRS, or STAMP

Email: ACUPsupport@VUMC.org