

**\*\*CONFIDENTIAL\*\***

**University of Wisconsin - Madison  
All Campus Animal Planning and Advisory Committee  
October 1, 2019 Agenda  
1:00-2:30 p.m. in 334 Bascom Hall**

Open Session

- i. September 10, 2019 minutes

Reports

- i. Attending Veterinarian
- ii. RARC
- iii. IACUC Chairs
- iv. ACAPAC Chair

Closed session. 19.85 (1) (d) and (g)

- a. Closed session minutes
- b. Facilities
- c. Legal Advice

**\*\*CONFIDENTIAL\*\***

**University of Wisconsin - Madison  
All Campus Animal Planning and Advisory Committee  
October 1, 2019 Minutes  
1:00-2:30 p.m. in 334 Bascom Hall**

**Members Present:** [REDACTED] (chair), [REDACTED]  
[REDACTED]

**Ex-Officio:** [REDACTED]

**Guests:** [REDACTED]

**Minutes:** Motion to approve the September 10, 2019 minutes by [REDACTED]. [REDACTED] seconded the motion. Two members abstained and all others voted in favor.

**Attending Veterinarian:** Pls will receive an email regarding animal counting. Vet Tech week is in two weeks.

**RARC:** No report

**IACUC Chairs:** The chairs reported on activities within their IACUCs.

**ACAPAC Chair:** The chair discussed several national legislative issues of relevance to the committee. NABR will host a webinar on October 29.

Motion to allow guests to stay for closed session by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

**Closed Session:** Motion to move into closed session pursuant to Wisconsin State Statutes 19.85 (1) (d) and (g) by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

**\*\*CONFIDENTIAL\*\***

**University of Wisconsin - Madison  
All Campus Animal Planning and Advisory Committee  
October 1, 2019 Closed Session Minutes  
1:00-2:30 p.m. in 334 Bascom Hall**

**Members Present:** [REDACTED] (chair), [REDACTED]  
[REDACTED]  
[REDACTED]

**Ex-Officio:** [REDACTED]

**Guests:** [REDACTED]

Motion to allow guests to stay for closed session by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

**Closed Session:** Motion to move into closed session pursuant to Wisconsin State Statutes 19.85 (1) (d) and (g) by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

Members discussed facilities issues.

Motion to reconvene into open session by [REDACTED]. [REDACTED] seconded the motion and all voted in favor.

## University of Wisconsin-Madison Institutional Animal Program Policy

Policy No. 1999-006-io  
Policy Title Training Requirements for Animal Users

**Purpose:** This policy defines the minimum training requirements for individuals who use or care for animals at the University of Wisconsin-Madison and defines which of these individuals must be named on an ACUC-approved animal care and use protocol.

**Policy:** Minimum training and assessment requirements must be met to ensure the appropriate care and use of live, vertebrate animals in research, teaching, and outreach activities, and to ensure the occupational safety of employees, students and visitors involved in the University of Wisconsin-Madison animal program. Required training varies based on animal user, species, and what work is being done with the animal.

Individuals who will be part of a research lab for more than 30 consecutive days and will be expected to work unsupervised with live vertebrate animals must be named as Study Team Members in an ACUC-approved animal care and use protocol.

Deleted: in protocols

Deleted: (Questions 14, 15 or 24 non-ARROW)

The guidance document associated with this policy identifies and describes each training and assessment requirement, defines distinct animal user groups (e.g. students) and which requirements are relevant to each, deadlines to complete each requirement, and a training matrix. Animal users must refer to the guidance document to assess what training is required.

Questions regarding this policy and the guidance document can be directed to the RARC training staff or the Chief Campus Veterinarian.

**Consequences:** Failure to fulfill the training requirements described in this policy and associated guidance document and proceeding to perform hands-on work with vertebrate animals not under direct supervision of a qualified individual will be considered a protocol violation (see [animal program Policy on Non-Compliance, 1999-008-io](#)).

Deleted: All Campus APAC

Deleted: p

**Other Training and Requests for Training:** The UW-Madison Animal Care and Use Committees may, at their discretion, require training or retraining of animal users in addition to that described in the guidance document. This training may be required at any time, in whatever format the ACUC deems appropriate. The Committees may accept animal user training that is, in the opinion of the Chief Campus Veterinarian, ACUC Chair or designee, and ACUC Senior Program Veterinarian or designee, equivalent to the training described in the guidance document.

Deleted: Failure may also constitute a violation of University of Wisconsin Work Rules (Insubordination, including disobedience or failure to carry out assignments or instructions). The violation will be managed per the Animal Care Investigatory Standards Policy and accompanying Disciplinary Policy for all non-faculty employees whose duties involve animal care or use.

### References

- USDA Animal Welfare Act Regulations ss. 2.32(a)-(c)
- Public Health Service Policy on Humane Care and Use of Laboratory Animals ss. IV.A.1
- "Guide for the Care and Use of Laboratory Animals," 2011, pp. 15-17
- "Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching," 2010, pp. 3-4

Deleted: shared

Author: [REDACTED]  
ePublication Date: [1999-09-02] (orig.)  
History: amended: 11/2004; 12/2004; 3/2006; 7/2006; 8/2006; 9/2006; 10/2007; 1/2009; 9/2009; 10/2009; 4/2010; 1/2011; 7/2011; 1/2012; 11/2013; 5/2014; 12/2014; 2/2015; 4/2016; 7/2016; 10/2016; [10/2019](#)