

DEPARTMENT OF VETERANS AFFAIRS
South Texas Veterans Health Care System
San Antonio, Texas 78229-4404

Research Service Policy Memorandum 19-13

March 11, 2019

**RESEARCH STANDARD OPERATING PROCEDURES (SOP)
ANIMAL AND LABORATORY
Training & Research Clearance**

I. **PURPOSE:** All individuals involved in animal and laboratory research must receive the training necessary to ensure research is carried out in the prescribed manner and is consistent with VA and Federal regulations. Purpose of this policy is to standardize the process for obtaining research clearance. This policy applies to all new and current research personnel participating in R(ar)-0 0 1 483.1 570.4Federal

4. REFERENCES: VHA Handbook 1200.07

5. RESPONSIBILITY: ACOS for Research and Development (151)

6. RESCISSIONS: Research Memorandum 12-13, October 16, 2012

7. RECERTIFICATION: March 11, 2024

[Signature on File]

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ACOS for Research & Development

Attachments:

1. CITI Training Instructions
2. TMS Training Instructions

RESEARCH SERVICE POLICY MEMORANDUM 19-13

ATTACHMENT I

COLLABORATIVE INSTITUTE TRAINING INITIATIVE (CITI)

WHO: All individuals involved in animal research studies must complete the mandatory training every three years.

WHAT: All investigators/staff must complete the VA web-based training (I) "Working with the IACUC" and specific animal species training. Biosecurity training is required for all research investigators.

DOCUMENTATION:

- (1) A Certificate of Completion can be printed upon completion of the course.
- (2) The Personnel Coordinator tracks and verifies the training in CITI.

WHEN: All training must be completed prior to participation in a VA-approved animal or laboratory research study and on or before the biennial anniversary. New project approvals and continuing review re-approvals will require that all project staff complete

