

Basic Mouse Users Training – Documentation Form

This form is required to complete lab-taught Species-Specific Training in mice. Email the **completed** and **signed** form to ARC@research.ucla.edu, and give a copy to the Trainee. Keep the original in the lab (available for ARC inspection). Scan the QR codes to access additional information and training resources on each topic.

Questions? Email DLAMTraining@mednet.ucla.edu

Name	Date	PI	Protocol		
Trainee's Initials ↘			Trainee's Initials ↘		
We discussed the distinct roles of ARC, DLAM and Occupational Health			Reviewed and practiced base of tail restraint		
I have completed the Worksafe online courses "DLAM cage side communications" "Rodent Euthanasia Training for PI/Lab Staff" "Identifying and Reporting Sick and Injured Rodents"			Reviewed and practiced full Body Restraint for mice. I know how to evaluate the mouse for safety during this procedure		
I understand how to contact DLAM Veterinary Services when there is a sick mouse			I can distinguish male vs female mice		
I understand the correct use of DLAM's Cage side communication cards and how they are used in my lab			I understand the procedure to follow if bitten/scratched by a mouse.		
I understand the ARC whistle blower policy for any concerns about animal mistreatment.			EUTHANASIA TRAINING I am expected to euthanize mice, and have shown proficiency	Select One YES YES	
I have completed the CITI Training online module 'Working with Mice in Research'			I am NOT expected to euthanize mice; however, we reviewed proper procedure		
I know the general appearance of a healthy mouse, and signs of disease, pain, injury, and distress. I understand how to socialize mice and how to utilize minimal restraint. I know the difference between normal and abnormal behavior	Find info in Worksafe module Identifying Sick/Injured Rodents		Euthanasia Methods: Primary Method (record) _____ Secondary Method (record) _____	Find info in Worksafe module Rodent Euthanasia	
We discussed the mouse grimace scale; I understand how to determine mouse body condition score			I understand proper carcass disposal including temporary storage locations, and the correct final disposition location(s)	Find info in Worksafe module Rodent Euthanasia	

SEE REVERSE FOR REQUIRED SIGNATURE BOXES – FORM IS NOT COMPLETE WITHOUT SIGNATURES!!

TRAINEE = Person learning the material and completing the class I certify, by the initials above, that I have been instructed in and understand the material as specified		
Trainee's Name (print)	Trainee's UID	Trainee's Signature
TRAINER = Person authorized by PI to deliver this training I certify that I am qualified to teach these techniques and am listed on an approved ARC protocol . I certify that the above trainee was found to be competent in the listed skills and to understand the material covered.		
Trainer Name (print)	Trainer UID	Trainer's Signature
PI = Principal Investigator = Person named in the ARC protocol as the Principal Investigator As PI, I attest that the above training occurred as described, and that in my opinion, the Lab Trainer is qualified to conduct such training.		
PI Name (print)	PI UID	PI Signature

Frequently Asked Questions (And Reasons why we have to send this form back to labs)

- The Trainer must be approved by the Principal Investigator and be on an ARC protocol. Some people will train for multiple PIs (they are very kind) and that is allowed. Trainer does NOT have to be on your protocol.
- The Principal Investigator must sign this form. DLAM and ARC will use this form to quickly process vivarium access for this trainee. That is the reason the PI must sign this form.
- There are **three** Worksafe classes that must be completed
 - DLAM Cage Side Communication Cards
 - Rodent Euthanasia Training for PI/Lab Staff
 - Identifying and Reporting Sick and Injured Rodents
- There are two CITI Training (CITIProgram.org) classes that must be completed to be added to an ARC protocol. The 'Working with Mice in Research' course is required to finalize this species-specific training form.
 - Animal Research (ARC General Certification Test)
 - 'Working with Mice in Research'