



UCLA Behavioral Testing Core (BTC)*

Training Checklist

*Only general ARC requirements are listed here; please refer to ARC for full training requirements

ALL STEPS MUST BE COMPLETED PRIOR TO BEGINNING ANY TESTING

ARC Requirements

- ☐ **Online ARC-required Trainings**
Complete the General Certification CITI Program Training, the Medical Health Questionnaire and the species-specific Worksafe courses
- ☐ **In Person ARC-Required Training**
Complete the required species-specific, in person animal handling classes
- ☐ **Name & Facility Approved on an ARC Animal Protocol**
Once all ARC-required training is complete, you need to be added to an ARC-approved animal protocol. Please also add the Franz/Pritzker hall vivarium and BTC Rooms B527, B533, B537, & B552
- ☐ Only once the amendment is approved are you allowed to move forward with Barrier training and animal work.
- ☐ **Barrier Facility Training**
In order to gain access to the BTC Facilities and Pritzker Hall Vivarium, you must logon to Worksafe and complete the "Working in a Barrier Facility" course, where you can then schedule an in-person walk-through of the facility. This step can only be completed AFTER your name has been approved on an active ARC animal protocol

BTC Requirements

- ☐ **Online BTC BruinLearn Course**
Review BTC specific policies and procedures & complete the quiz
- ☐ **User Agreement Form**
All BTC Users and their PIs must sign and return the User Agreement form, which states the User has received all required lab safety training and is responsible for proper use and disposal for any sharps, controlled substances, chemicals, etc used in experiments done within the BTC facilities
- ☐ **Transfer Rodents to Pritzker**
Contact William Cage (wcage@mednet.ucla.edu) to receive a vivarium housing room assignment. Contact DLAM to setup your rodent transfers
- ☐ **Set Up In-Person Training**
Email the BTC (UCLABTC@gmail.com) to schedule an in-person training. Plan to receive your training either the day before or day of your experiments
- ☐ **Gain Calendar Access**
After your in-person training, you will be granted access to the online calendar to schedule future experiments

Each individual Lab Member that enters the BTC must complete ALL steps prior to behavioral testing, even if they are only assisting another lab member