



HOW TO BECOME A LABORATORY ANIMAL COORDINATOR

The process of becoming a Laboratory Animal Coordinator (LAC) involves the steps listed below. Not all LACs train personnel as part of their LAC duties. Therefore, **Step 3** only applies to LACs that are planning to train/certify laboratory members in hands-on animal techniques.

1: Ensure that all online pre-requisites are completed and submitted. ([IACUC and DCM on-line Orientations](#), [Animal Handler Profile](#), [Lab Worker Form and Research Profile](#))

2: Attend the Laboratory Animal Coordinator Lecture.

3: Attend formal training to prove proficiency in all relevant animal techniques. This must occur **BEFORE** the LAC is allowed to train and certify laboratory personnel. It is not required that LACs be able to train and certify lab members, however, LACs are strongly encouraged to become certified to train their laboratory personnel for efficiency.

- For rodent technique proficiency, the DCM Training Team will assess proficiency in a formal class or one on one session. If you have not previously been certified at UNC, you should register for a class here: <https://apps.research.unc.edu/events/index.cfm>. If you are already certified in the techniques, you should contact iacuc@med.unc.edu to make an appointment for a one on one session.

- DCM Veterinary Services will train and assess personnel for non-rodent techniques. Please email DCMTraining@unc.edu with specific requests for non-rat/mouse training and certification.

The **Proficiency Assessment** is as follows:

I: May train and certify laboratory personnel immediately after training

II: Needs more experience before training and certifying laboratory personnel **

III: Requires significantly more experience before attaining the level of proficiency required of a LAC**

**Once an LAC has attained a higher level of proficiency and is comfortable training laboratory personnel, the LAC should contact the DCM Training Team for re-evaluation.

4: If Mouse Breeding is included on an approved protocol, the LAC must attend the **mandatory** Mouse Breeding Policy Lecture. The Colony Management Lecture is highly recommended, but is voluntary.

5: Once the LAC has completed all necessary training and certification, submit an amendment to reflect the addition of the new LAC. The amendment must indicate the name of the proposed LAC and the role of '**Laboratory Coordinator**' must be added to the individual's profile.