Institutional Animal Care and Use Committee		UNTHSC
Title: Personnel Training for Research Staff		
Document #: 012	**Version #:** 02	
Approved by IACUC Date: February 28, 2017		

A. RESPONSIBILITIES

a. It is the responsibility of the Principal Investigators to assure that they and their lab staff have received all training before using animals in research.
b. IACUC staff will assure that personnel listed on a protocol have all required training. It is the joint responsibility of the PI and IACUC to schedule training opportunities for PIs and staff.

B. PROCEDURES

a. Training is required before personnel can handle animals. All personnel (PIs, research staff, DLAM staff, students, summer students, etc.) are included in this requirement.
b. The training that is required includes:
    i. Online CITI modules (found at www.citiprogram.org): Required modules include: "Working with the IACUC" and any species specific modules. If conducting studies that have the potential to cause more than momentary pain and distress (ex: surgery), the "Minimizing Pain and Distress" module must be completed. If performing surgeries, the "Aseptic Surgery" module must be completed.
    ii. Policy training: This is scheduled after all necessary modules are completed. The Trainer receives emails that modules have been completed and will contact the trainee regarding the next available training session.
    iii. Hands-on training: This training consists of a tour of the vivarium as well as hands-on training with mice and/or rats only. If personnel will be using other species, they should contact the animal health technician when to be shown how to handle the species they will be working with.
    iv. Surgery training: For those that will be performing or assisting with surgeries, the surgery training is mandatory. This is a presentation that goes over UNTHSC's polices, has an overview of aseptic technique and proper pre- and post-operative care of the animals.
c. All training is documented in paper training files and in computer databases by the IACUC Administrator.
d. Principal Investigators are responsible for training their staff on euthanasia, injection, and other procedural techniques. DLAM staff is available to train staff on techniques, if necessary. Contact the DLAM office for more information. PIs should have documentation of training their staff.

e. All personnel must be added to a protocol with an amendment (or new protocol) to handle animals for research purposes. Note: this is not true for DLAM husbandry staff. Personnel that are no longer a part of the PI's group should be deleted from the protocol by submitting an amendment.