

Title: **Training for Investigators**

Effective Date: **November 18, 2008**

Revision # **06**

Standard Operation Procedure Number: **IACUC-TRN-001** Last Committee Review: **December 12, 2023**

Purpose/Scope

The purpose of this Standard Operating Procedure (SOP) is to outline the policy regarding training for persons listed on IACUC protocols.

Background

Animal Welfare Act Regulations (§2.32) Personnel Qualifications

"(a) It shall be the responsibility of the research facility to ensure that all scientists, research technicians, animal technicians, and other personnel involved in animal care, treatment, and use are qualified to perform their duties. This responsibility shall be fulfilled in part through the provision of training and instruction to those personnel."

Public Health Services Policy (PHS)

From the U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training, included as part of PHS Policy: "VIII. Investigators and other personnel shall be appropriately qualified and experienced for conducting procedures on living animals. Adequate arrangements shall be made for their in-service training, including the proper and humane care and use of laboratory animals."

Policy

To meet the requirements outlined in the Animal Welfare Regulations and PHS Policy, the IACUC requires all personnel listed on IACUC protocols to complete training prior to beginning any animal work and to remain current in their training.

Procedure

Initial training may be accomplished by completion of the MSU Animal User Certification course via the online CITI web-based course "Working with the IACUC." The IACUC Compliance Administrator will examine other training credentials on a case-by-case basis to determine if they may be substituted for initial training.

For the online CITI web-based course, an exam will be administered to test comprehension. A passing score of 80% must be obtained.

Refresher training is required every four years and may be accomplished by the completion of the initial training previously mentioned above.

IACUC approval of an animal use protocol will not be granted until all personnel listed have completed initial training and, if applicable, up-to-date refresher training.

Training records will be recorded and maintained by the Office of Research Compliance & Security.

In addition to initial training, personnel listed on IACUC protocols will be asked to state his/her experience and training in performing the proposed animal procedures. If a person lacks the necessary training or experience to perform a procedure, the investigator must identify who will train the person and how they will be trained before they are allowed to conduct animal procedures. The IACUC will decide if the information provided is acceptable.

Reviewed:

IACUC Chairperson

Date

Executive Director, Research Administration

Date