



Institutional Animal Care and Use Committee
January, 2006

Principal Investigator's Responsibilities in Training Personnel

Everyone working with live vertebrate animals must be qualified, informed and trained.

The Principal Investigator must make sure that appropriate training is both **provided and documented** for everyone listed on his/her Animal Use and Care Protocol as well as all personnel in their laboratories who are exposed to vertebrate animals in their work area. The Principal Investigator must also make sure that all personnel in their laboratories who are exposed to live vertebrate animals in their work area are informed of and participate in the University's Occupational Health Program. A sample "Individual Training Record" form is provided on this web site and is suggested for use in documenting personnel training.

1. Web-Modules. Each person *listed on* the animal care and use protocol must successfully complete the relevant on-line training module(s) and quizzes that are required to ensure "Basic Training" requirements are met (See "Web-modules" on the IACUC web site for additional information). An optional handout covering the basic issues in animal care and use is also provided on the IACUC site to supplement the training modules. PIs may print and maintain a copy in that handout in the laboratory, along with any other reference material they feel is appropriate.

2. Training in Occupational Health and Safety in the Care and Use of Research Animals should be provided to all personnel who are exposed to vertebrate animals in their work area. General guidelines for this topic are available on the IACUC web site. Personnel should, at a minimum, be asked to read and indicate that they understand the posted material. PIs may print and maintain a copy of this material in the laboratory, along with any other reference material they feel is appropriate.

3. In-Lab Training: The Principal Investigator must be sure that everyone *listed on* his/her Animal Care and Use Protocol has read and understands his/her responsibilities in relation to the protocol, and has received appropriate in-lab training in the following areas:

- **Personal hygiene:** How to reduce the risk of contamination to the person as well as surfaces and other personnel.
- **Personal protective equipment:** How to properly select and use personal protective equipment such as gloves, eyewear, lab coats, respirators, etc.
- **Animal bite/scratch instructions:** How to appropriately respond to an animal bite or scratch, including immediate washing and first aid procedures, who to contact, and to whom to report the bite.
- **Zoonotic diseases:** Provide information about potential zoonotic diseases associated with the species they are exposed to.



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- **Euthanasia:** All personnel must be trained on the euthanasia method approved in the Animal Use and Care Protocol.
- **Animal Care and husbandry:** Personnel involved in maintaining animals (if the PI maintains his/her own animals instead of utilizing the BRF staff) must be aware of the procedures necessary for animal care and husbandry.
- **Pain and discomfort, anesthetics and analgesics:** How to recognize the signs of pain and discomfort in the species with which each individual will be working and the use of the anesthetics and analgesics approved in the Animal Use and Care Protocol.
- **Record keeping, monitoring procedures:** How to maintain the necessary records and the monitoring procedures for each project.
- **Blood borne Pathogens:** How to take the necessary precautions when working with blood borne pathogens and what procedures to follow when possible contamination has occurred.
- **Other Health & Safety Information:** This includes instruction in how to read Material Safety Data Sheets (MSDS), locations of eye wash and shower stations, fire alarms, evacuation plan, and specific information regarding hazardous substances such as chemicals and radiation that are used within the work area.
- **Special procedures:** If there are specialized procedures requiring additional hands-on training and monitoring (for example, surgical or other experimental procedures, working with radioactivity or biohazards) the PI or designate must provide this training as well as complete any documentation that may be required by additional committees (e.g. Radiation Safety, Biohazards). The BRF veterinary staff is available for consultation and training for surgical and other animal procedures.

Documentation: Documentation of personnel training must be maintained by the PI and be readily accessible by the IACUC staff during area inspections. The training document must include:

- Name of person(s) overseeing the training
- Signature of person receiving training
- Date of training
- Description of subjects covered.

A sample “**Individual Training Record**” for documenting personnel training is available in PDF as well as MSWord formats on this web site. Note that the PI should also maintain copies of the “Certificates of Completion” for the required web-based training modules for all personnel listed on their animal protocols and have these available if requested by the IACUC during area inspections.