

Iowa State University Institutional Animal Care and Use Committee	
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Institutional Animal Care and Use Committee (IACUC) Policy

**TRAINING PERSONNEL INVOLVED WITH ANIMALS USED IN
RESEARCH, TEACHING AND TESTING**

1. Background

The Animal Welfare Regulations (AWR)¹ in Section 2.32(a) and (b) require the institution to ensure that faculty, staff, and students conducting research, teaching, or testing involving animals are qualified to perform their duties. Section IV.C.1.f. of the PHS Policy on Humane Care and Use of Laboratory Animals (PHS Policy²) clarifies this requirement and places the responsibility for review of appropriate qualifications and training of personnel with the Institutional Animal Care and Use Committee (IACUC). Both the *Guide for the Care and Use of Agricultural Animals in Research and Teaching* (Ag Guide)³ and the *Guide for the Care and Use of Laboratory Animals*, Eighth Edition (the Guide⁴) specify that appropriate qualifications and training must be documented.

Personnel training is considered an important aspect of the 3Rs (i.e., replacement, reduction, and refinement) because proper training in the conduct of animal procedures will help ensure that the procedures are performed without causing unnecessary pain or distress to animals.

Although the PHS Policy and AWR do not outline a specific program that must be implemented to demonstrate appropriate qualifications and training, the regulations require that training be made available and that the review of competency is evaluated with sufficient frequency to fulfill the institution’s responsibilities.

2. Policy

In order to fulfill institutional requirements for training, the following will occur:

- The IACUC⁵ will conduct initial review of appropriate qualifications and training during review of applications for approval, amendments and annual reviews. This training must be completed and current before applications can be sent forward for review. Minimum training and qualification requirements include the following:
 1. The principal investigator must hold a faculty appointment or a P37 or higher P&S employment classification⁶ unless the individual has received a waiver from the VPR.
 2. All individuals who are listed as key personnel on the application for approval must complete the web-based training “Working with the IACUC” hosted by the Collaborative Institutional Training Initiative

(CITI)⁷.

3. All individuals performing euthanasia must complete the online American Association for Laboratory Animal Science (AALAS) training “AVMA Guidelines for the Euthanasia of Animals: 2020 Edition.”

Required IACUC training records are maintained in the ISU training database, Learn@ISU.

- The *principal investigator* will complete the web-based training “Working with the IACUC” hosted by the Collaborative Institutional Training Initiative (CITI) and ensure all key personnel listed on the IACUC protocol have also completed the web-based training. Primary investigators and key personnel must complete a refresher training course hosted by CITI every 5 years.
 - Individuals listed as key personnel on IACUC protocols include the following:
 - Persons who are performing research-related procedures on animals with the exception of LAR veterinarians
 - Individuals who are designated as investigators on a research protocol
 - Individuals who are providing instruction using animals, including teaching assistants
 - The PI will also ensure that all individuals associated with their research, teaching, or testing protocols involving animals receive the appropriate species-specific and procedural training. The principal investigator is also responsible for maintaining documentation of required training. Training can be documented on a training template⁸.
 - Individuals whose work duties are limited to animal husbandry (e.g., feeding animals, cleaning facilities, exercising animals, etc.) such as farm staff, animal caretakers, and investigator-supervised student workers are not required to be listed on the IACUC protocol as personnel, but they are required to take the CITI training “Working with the IACUC.” The PI is responsible for maintaining this documentation of training.
- The *Attending Veterinarian* and designees will provide ongoing review of proficiency of personnel through observation of procedures and will offer individualized specific training such as rodent surgery techniques, anesthesia, and euthanasia.
- The *Post-Approval Monitor* will observe performance and verify documentation of adequate training during post approval monitoring.

3. References and Regulations

1. Animal Welfare Regulations, 9 CFR 2.32.
2. United States Department of Health and Human Service, Office of Laboratory Animal Welfare, *Public Health Service Policy on Humane Care and use of Laboratory Animals*, National Institute of Health, Bethesda, MD, 2015.

3. *Guide for the Care and Use of Agricultural Animals in Research and Teaching*, Third Edition. Federation of Animal Science Societies, Champaign, IL, 2010.
4. *Guide for the Care and Use of Laboratory Animals*, Eighth Edition. Institute of Laboratory Animal Resources, Commission on Life Sciences, National Research Council, National Academy Press, Washington, D.C., 2011.
5. [Institutional Animal Care and Use Committee](#)
6. [Vice President for Research "Principal Investigator Eligibility Guidelines"](#)
7. [Official IACUC Training Program](#)
8. [Sample training document template](#)
<https://www.compliance.iastate.edu/sites/default/files/imported/iacuc/training/docs/Training%20template%20sample.docx>.