# Training Requirements

## Guiding Principle

The use of animals in research and teaching is a privilege granted to institutions, investigators, staff and students that commit to meeting high ethical and regulatory standards. In accordance with federal regulations and guidelines, NDSU requires that all animal users undergo training to ensure that they are qualified to handle and work with animals. The IACUC must consider the qualifications of personnel involved in conducting research as part of its protocol review and approval process. All animal users are required to complete the required training prior to working with animals.

## Requirements

**The Guide Eighth Edition, page 15** - All personnel involved with the care and use of animals must be adequately educated, trained, and/or qualified in basic principles of laboratory animal science to help ensure high-quality science and animal well-being. The number and qualifications of personnel required to conduct and support a Program depend on several factors, including the type and size of the institution, the administrative structure for providing adequate animal care, the characteristics of the physical plant, the number and species of animals maintained, and the nature of the research, testing, teaching, and production activities. Institutions are responsible for providing appropriate resources to support personnel training (Anderson 2007), and the IACUC is responsible for providing oversight and for evaluating the effectiveness of the training program (Foshay and Tinkey 2007). All Program personnel training should be documented.

**U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training-Principle 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.

**PHS Policy, Health Research Extension Act of 1985 Public Law 99-159, November 20, 1985, “Animals in Research” Sec. 495(c) (1) (B)** - Scientists, animal technicians, and other personnel involved with animal care, treatment, and use by the applicant have available to
them instruction or training in the humane practice of animal maintenance and experimentation, and the concept, availability, and use of research or testing methods that limit the use of animals or limit animal distress

**Animal Welfare Act** in accordance with (9CFR Ch. 1), Part 2, Subpart 2, 2.32- 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.

**The Guide for the Care and Use of Agricultural Animals in Research and Teaching, Third Edition, Page 3**- It is the responsibility of the institution to ensure that scientists, agricultural animal care staff, students, and other individuals who care for or use agricultural animals are qualified to do so through training or experience. Appropriate supervision should be provided to personnel until their competency is assured. Training programs should be tailored to institutional animal user needs but provide information about the humane care and use of agricultural animals, including, if applicable, 1) husbandry needs, proper handling, surgical procedures, and pre- and post-procedural care; 2) methods for minimizing the number of animals used and techniques for minimizing pain and distress, including the proper use of anesthetics, analgesics, tranquilizers, and nonpharmacologic methods; 3) methods for reporting deficiencies in the animal care program; 4) use of information services such as the Animal Welfare Information Center at the National Agricultural Library (NRC,1991; CFR, 1992); and 5) methods of euthanasia. Records of participation in training programs should be maintained and available for review as needed.

**Procedure**

1. **Training Requirements**

   1.1. **Online Training**-NDSU uses the Collaborative Institutional Training Initiative (CITI) Program which can be accessed at [www.citiprogram.org](http://www.citiprogram.org).

      1.1.1. All personnel working with animals must complete the *appropriate CITI Laboratory Animal Course* (e.g. Rodent Research, Working with the IACUC, or Wildlife Research) prior to working with animals. The training must be renewed every 3 years.

      1.1.1.1. Individuals working with mice and/or rats are required to complete the Rodent Research Course

      1.1.1.2. Individuals working with live vertebrate (non-rodent, non-wildlife) animals are required to complete the Working with the IACUC Course

      1.1.1.3. Individuals working with vertebrate wildlife species are required to complete the Wildlife Research Course

   1.1.2. IACUC Members must complete the Essentials for IACUC Members course
within 3 months of being appointed to the IACUC. The training must be renewed every 3 years.

1.2. **Species/Procedure Specific Training** - hands-on training is required to ensure proficiency in species specific or protocol related procedures.

1.2.1. Submitted protocols must include a current Training Log (template log located on IACUC Forms page) for each individual listed on the protocol. Training for the procedures described in the protocol must be appropriately and accurately documented in the Training Log.

1.2.2. Individuals working with a particular species or technique will be required to view PowerPoint presentations available on the IACUC website that apply to their area of research. Upon completion of the PowerPoint presentation, the individual will be required to take a quiz on the IACUC website and submit answers to the IACUC/AV offices for evaluation.

1.2.3. Species/procedure specific training is provided by the Attending Veterinarian or by qualified individuals designated by the IACUC (faculty members, PIs, facility managers, lead technicians). Students should not conduct species/procedure specific training unless they have been appointed designated trainers by the IACUC and the AV. A list of designated trainers will be maintained by the IACUC Office.

1.3. **Exemptions to Mandated Training**

1.3.1. **Students in Classes/Labs**

1.3.1.1. **Observation Only** - Students participating in classes or labs that restrict animal use to observation only are exempt from the above training requirements.

1.3.1.2. **Casual Handling, Restraint, or Non-Invasive Methods** - Students participating in classes or labs that involve casual handling, restraint or non-invasive methods are required to receive training in the form of a review of rules and regulations as well as potential health risks associated with the use of animals. Course/Lab instructors are required to have completed the IACUC training requirements listed above. The Course/Lab instructors must be qualified to understand the limits of animal use and to
assess hazards associated with the use of animals. The instructor/PI for the course is responsible for documenting the student training and training content and make this documentation available to the IACUC upon request. A course syllabus can serve as documentation.

1.3.1.3. Advanced or Invasive Procedures-Students performing more advanced or invasive procedures with animals must undergo all IACUC required training.

1.3.2. Visiting Faculty
1.3.2.1. Visiting faculty experienced in the field of animal research conducting animal research at NDSU will be exempt from completing the NDSU IACUC required training provided their work at NDSU does not exceed a period of ninety (90) days (within a calendar year). However proof of training from their home institution must be provided to the IACUC or a detailed explanation of their experience with procedures to be performed must be provided for review.

1.3.2.2. Visiting faculty working at NDSU for more than ninety (90) days (within a calendar year) will be required to undergo the NDSU IACUC required training

1.3.2.3. All animal research performed by visiting faculty must be done under the supervision of an appropriately trained NDSU faculty member and under an approved NDSU protocol. All visiting faculty members must be listed on the approved protocol.

2. Medical Monitoring
2.1. Prior to working with animals at NDSU all personnel listed on a protocol must participate in the NDSU Occupational Health and Safety Program according to the NDSU Occupational Health and Safety in the Care and Use of Animals Guiding Principle.