POLICY STATEMENT
The 8th Edition of the Guide for the Care and Use of Laboratory Animals (Guide), p.15-17, requires that all personnel involved in the care and use of animals be adequately educated, trained, and/or qualified, and that training programs include continuing education. The Guide also requires that this training be documented, and that the IACUC should work with the individual animal care programs to formalize a documentation system that allows for timely and sufficient data retrieval.

REASON FOR POLICY
The Augusta University IACUC is responsible for overseeing humane care and use of animals used in research and teaching and for ensuring adherence to regulatory expectations in the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, and the Animal Welfare Act as well as standards contained in the Guide for the Care and Use of Laboratory Animals. The purpose of this policy is to educate personnel on procedures for submission and review of the Animal Use Protocol (AUP).

AFFECTED STAKEHOLDER AND ORGANIZATION(S)
Any employee, student, contractor, or external consultant involved in animal use at Augusta University.

PROCESS & PROCEDURES
Clearance for each training and occupational health requirement is recorded in the IACUC personnel record. Completion of all required steps is necessary before animal facility access is granted.

Occupational Health and Safety
All personnel who enter animal use or housing areas at Augusta University must complete the online Occupational Health Screening Questionnaire. This automated tool determines if they require evaluation by Employee Health prior to entering these areas. A renewal version of the questionnaire must be completed as requested to maintain facility clearance. Clearance is recorded in the IACUC personnel record.

Online Training
Research & Laboratory Animal Services (LAS) Personnel
All research and LAS personnel must complete online training modules that cover:
1. Occupational Health & Safety
2. The Humane Care and Use of Laboratory Animals
3. Principles of Replacement, Reduction and Refinement
4. Principles of Minimizing Pain and Distress and Developing Human Endpoint
5. Laboratory animal allergies and asthma
6. IACUC 101
7. Species Specific module(s) for all animals you will be working with (i.e. Laboratory Mouse)
8. Vivarium Practices and Polices Training

Completion of the required online training is recorded in the IACUC personnel record.

Non-research Personnel
Non-research personnel who enter animal use or housing areas must complete the online Facilities Hazards and Protection Training module. Completion of the required online training is recorded in the IACUC personnel record.

Practical Training & Orientation Session
All new animal users are required to attend a practical training and orientation session, led by LAS staff. Contents of this session are based on facility type and include practical animal handling and an introduction to common facility equipment.

Protocol Specific Courses
Personnel without prior experience working with a species may arrange training with the LAS Training Coordinator as necessary. Additional courses may be required in the following situations:
1. when the animal user is new or has not previously completed a training required for the given protocol;
2. when the animal user has been observed by LAS staff performing procedures incorrectly;
3. when the IACUC has determined that there is a noncompliance and has included the course as a corrective action;
4. when, during the context of the protocol review process, the IACUC determines additional training is needed.
IACUC Animal User Education and Training Policy

Institutional Animal Care and Use Committee

IACUC Member Training
Training is required for voting members, and recommended for non-voting or ex officio members. This includes:

New Members
1. Orientation/training with the IACUC Chair;
2. Electronic system protocol review training with the IACUC staff;
3. Attendance at an IACUC 101/201 or Animal Welfare Conference.

Continuing Education
1. IACUC Meeting Updates: Changes in regulations, pertinent laws, guidance are presented during regular meetings.
2. Regulatory Webinars: – Live and pre-recorded webinars are presented by USDA, OLAW, NABR, and other relevant organizations.
3. Online and print resources are available that include:
   • 8th Edition of the Guide for the Care and Use of Laboratory Animals
   • Animal Welfare Act Regulations
   • AVMA Guidelines for the Euthanasia of Animals: 2013
   • Occupational Health and Safety in the Care and Use of Research Animals
   • PHS Policy on Humane Care and Use of Laboratory Animals

FORMS AND RELATED DOCUMENTS

- Animal Welfare Act
- Public Health Service Policy on Humane Care and Use of Laboratory Animals
  http://grants.nih.gov/grants/olaw/references/phspol.htm

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Reviewed and updated 28 September 2017.
(Updated AWA. Removed resources that are no longer available).