A. Policy and Training Requirements:
All personnel utilizing and/or handling animals for research, teaching and testing at Texas A&M University - Commerce (TAMUC) must be adequately trained, educated and/or qualified in the principles of animal science and safety, the specific procedures that they are expected to perform with the species of animals being used, their roles and responsibilities in ensuring the humane care and use of animals, and the ethical principles and University policies and procedures governing the use of animals in research, testing and teaching. Training requirements for personnel involved in animal care and use are determined by the Institutional Animal Care and Use Committee (IACUC). The IACUC is responsible for ensuring ongoing compliance with those requirements. TAMUC IACUC and the Office of Research Compliance are responsible for managing the training and education of the animal users.

A. Training Requirements:
The training requirements set by the IACUC are based on
1) the procedures the individual will perform,
2) the species that will be used and
3) special considerations related to the role of the person in the animal care and use program. All personnel working with animals must ordinarily complete the assigned mandatory training before they can begin work with animals. An overview of TAMUC training requirements can be found at http://www.tamuc.edu/research/compliance/training_table.pdf

I. All personnel working with animals are required to complete the following training prior to any and all animal hands-on training:
1) Online training (CITI Program, www.citiprogram.org)-
   a) All personnel must complete:
      i) Working with the IACUC, Basic Course
   b) Protocol specific training-complete all courses related to the species you will be working with and the work you will be doing:
      i) Working With Horses In An Agricultural Research Setting, (if applicable)
      ii) Working With Cattle In An Agricultural Research Setting, (if applicable)
      iii) Wildlife Research, (if applicable)
      iv) Working with Swine in Research Settings, (if applicable)

2) Enroll in the Occupational Health Program: http://www.tamuc.edu/research/compliance/AUP_Creation/Protocol_Step_1.aspx

II. All personnel working with laboratory animals are required to complete the following training prior to any and all animal hands-on training:
1) Online training (CITI Program, www.citiprogram.org)-
   a) All personnel must complete:
      i) Working with the IACUC, Basic Course
   b) Protocol specific training-complete all courses related to the species you will be working with and the work you will be doing:
      i) Working with Mice in Research, Basic Course, (if applicable)
ii) Working with Rats in Research Settings, Basic Course, (if applicable)

iii) Reducing Pain and Distress in Laboratory Mice and Rats, Basic Course, (if applicable)
iv) Working With Fish in Research Settings, (if applicable)

v) Working with Reptiles in a Research Setting, (if applicable)
vi) Working with Amphibians in Research Settings, (if applicable)
vii) Aseptic Surgery, (if applicable)

III. Facility specific training
1) Animal facility orientation-Introduction to animal facilities and laboratories where animal use occurs, including introduction to Animal Care and Use Standard Operating Procedures

IV. Continuing Education
1) Annual submission of Occupational Health update
2) Triennial Refresher training
   a) Online training (CITI)
      i) Working with the IACUC, Basic Course
      ii) Reducing Pain and Distress in Laboratory Mice and Rats, Basic Course, (if applicable)
      iii) Aseptic Surgery, (if applicable)
      iv) Species/protocol specific courses, (if applicable)

1. Personnel named on IACUC protocols:
   All personnel named on an animal use protocol must complete the assigned training prior to protocol approval.
   • Introductory Module: “Introduction to the Care and Use of Research Animals” is an online module which covers essential information related to animal care and use policies and procedures:
     http://www.tamuc.edu/research/compliance/laboratory-animal-welfare.aspx
   • Facility-specific training: is given by the facility manager before facility access is granted.
   • Species- specific training: (e.g. online Modules from CITI and/or hands- on training) is determined by the procedures listed on the IACUC protocol and is assigned by IACUC and the Office of Research Compliance.
   • Procedure-specific hands-on training: (e.g. surgical techniques) is determined by the procedures listed on the IACUC protocol and is assigned by IACUC and the Office of Research Compliance.

2. Undergraduate and Post-graduate students:
   Undergraduate and post-graduate students: At the beginning of an introductory course involving the use of animals, information on the care and use of animals is provided by the course instructor. In cases where this is not possible, this information is made available from the course professor for distribution to the students. Topics covered may include:
   • IACUC review and approval of procedures involving animal use for research, teaching and testing
   • The regulations that apply to animals used in research and teaching
   • The role of the IACUC
   • Occupational Health and Safety:
     (a) Information about TAMUC’s Occupational Health and Safety Program
     (b) Physical, chemical and protocol related hazards
     (c) Allergens
     (d) Zoonoses
   • Procedures for reporting concerns related to the care and use of animals
3. IACUC Members:
IACUC members are provided information on applicable Federal regulations, policy guidelines and University and IACUC policies and procedures. New IACUC members meet with the IACUC Chair, IACUC staff, the Attending Veterinarian and others if required, to learn about the related regulatory requirements and University and IACUC policies, the role of the IACUC, their responsibilities as IACUC members, and tactical information on how to perform the functions required of them as IACUC members.

I. All IACUC members are required to complete the following training prior to participation on the IACUC:
1) IACUC materials: Members will be given information on the purpose of the committee and the scope of the IACUC’s responsibilities, and what their responsibilities are as a member of the IACUC. They will also be provided guidance documents and relevant materials: Electronic copies of the most recent Guide, IACUC Guidebook, PHS policy, AWA regulations, AVMA euthanasia guidelines, and institutional policies.
2) Essentials for IACUC Members—online training through CITI program

II. Throughout the year, continuing education will be offered to refresh training and reinforce roles and responsibilities. Continuing education training may include the following:
1) Formal group training sessions offered during regularly scheduled IACUC meetings, or meetings that are specifically scheduled for training.
2) Webinars on IACUC related issues that may be offered by OLAW, NABR, SCAW, or other agencies.
3) One-on-one training.
Members are encouraged to attend related training and information seminars and courses offered by the National Association for Biomedical Research (NABR), Scientists Center for Animal Welfare (SCAW) or other reputable organizations and regulatory agencies. Continuing education on relevant topics (e.g., new or updated regulatory requirements and guidance, contemporary issues in animal care and use) is provided at IACUC meetings or otherwise distributed to the members.

III. The IACUC office will maintain files for all IACUC members that can include but is not limited to the following records:
- Attendance at formal group or individual training sessions
- Online training
- Copy of resume/CV
All training documents will be made available by the Office of Research Compliance to the IACUC, federal regulatory personnel, or any other qualified inspector on demand.

4. Animal Care Staff (including undergraduate and postgraduate students performing animal care duties):
Animal care staff and students involved in the care of animals are required to have completed their training before working with live animals. The facility manager in cooperation with IACUC and Office of Research Compliance is responsible for assigning, monitoring and documenting completion of training for animal care staff.
• Course requirements must be completed, either online or in a presentation given by the Training Supervisor or designee.
• Additional relevant training (e.g. ALL courses) as assigned by IACUC and the Office of Research Compliance.

5. Maintenance and Custodial Workers:
The manager of the facility is responsible for meeting with maintenance or custodial workers and providing them with necessary information on circulation of people and equipment, personal protective equipment, and any other issues of importance related to the facility. The facility manager is responsible for documenting this training and making the information available to the Office of Research Compliance (ResearchCompliance@tamuc.edu).
• Untrained workers must always be accompanied by an animal facility employee, research staff and/or departmental staff responsible for the management of that space and of the animal use in that space.

6. All visitors:
The Principal Investigator (PI) or his/her designee must inform the manager of the facility before bringing visitors into the facility. The facility manager, in consultation with the PI or designee, will determine the training required and communicate the requirements to the PI and the visitor. The PI is responsible for ensuring that the visitor completes the assigned training.
• Visitors must always be accompanied by an animal facility employee, research staff and/or departmental staff responsible for the management of that space and of the animal use in that space.

**Occupational Health and Safety training:**
Training on the use of hazardous agents such as blood borne pathogens and Animal Biosafety Level 2 (ABSL2) or ABSL3 practices are assigned based on the activities and agents listed on the IACUC protocol. The Institutional Director of the Department of Safety is responsible for assigning this training (Derek.Preas@tamuc.edu).

**Recertification:**
Unless specified otherwise, basic online training is valid for 3 years. The IACUC may require recertification, new training or supplemental training to convey new or updated information on the humane treatment of animals, regulatory requirements or University policies. In addition, the IACUC may require supplemental training during the resolution of a particular incident or adverse event.

**Exemption from Training:**
Exemptions are granted only under special circumstances. To request an exemption, individuals must contact the Office of Research Compliance (researchcompliance@tamuc.edu).
The following information must be included in the exemption request:
1. The reason for requesting an exemption
2. A list of relevant training previously completed by the individual
3. In some cases, confirmation of the need for the exemption by the PI may be requested.
The Office of Research Compliance determines whether the exemption is granted based on either 1) the assessment of prior training documentation OR 2) observation and written confirmation of proficiency in those techniques applicable to the exemption request. The IACUC Chair or designee, in consultation with the Office of Research Compliance, makes the final decision on exemption requests for individuals listed on an animal use protocols.

**B. Procedures & Documentation:**
A. All new animal users should complete an initial online training accessed through the TAMUC website [http://www.tamuc.edu/research/ComplianceOverview/AnimalResearch/default.aspx](http://www.tamuc.edu/research/ComplianceOverview/AnimalResearch/default.aspx)
B. Online Courses are offered through the Collaborative Institutional Training Initiative (CITI) program. Other than the courses assigned by the IACUC, trainees can take any of the courses offered at CITI, free of charge. Information on how to access the training and instructions and other information related to training can be found at: [http://www.tamuc.edu/research/compliance/laboratory-animal-welfare.aspx](http://www.tamuc.edu/research/compliance/laboratory-animal-welfare.aspx)
C. For personnel named on IACUC protocols, training requirements and procedures for completion of training are communicated to the PI through the Office of Research Compliance. Training records for individuals named on protocols and training records for IACUC members are maintained in the Office of Research Compliance.
D. For individuals not on protocols, training requirements are communicated by the individual’s supervisor or facility manager and documented by the Office of Research Compliance and the responsible individual.
F. Documentation of exemptions is maintained at the Office of Research Compliance.

C) **Regulatory Mandates and Guidelines**
A. Public Health Service (PHS) policy (IV, C, 1, f): IACUC shall determine that “Personnel conducting procedures on the species being maintained or studied will be appropriately qualified and trained in these procedures.”

B. United States Department of Agriculture (USDA) Animal Welfare Act Regulations and Standards (9 CFR, 2.32). “Training and instruction of personnel is to include guidance in at least the following areas:

1. Humane methods of animal maintenance and experimentation, including:
   • The basic needs of each species of animal
   • Proper handling and care for the various species of animals used by the facility
   • Proper pre-procedural and post-procedural care of animals
   • Aseptic surgical methods and procedures

2. The concept, availability, and use of research or testing methods that limit the use of animals or minimize animal distress.

3. Proper use of pain relieving drugs for any species of animals used by the facility

4. Methods whereby deficiencies in animal care and treatment are reported whether from an employee of the facility or the public. No facility employee, IACUC member, or laboratory personnel are to be discriminated against or subject to reprisal for reporting violations.

5. Utilization of services, such as National Agricultural Library, Animal Welfare Information Center, National Library of Medicine, available to provide information:
   • On appropriate methods of animal care and use
   • On alternatives to the use of live animals in research
   • That could prevent unintended and unnecessary duplication of research involving animals
   • Regarding the intent and requirements of the Act”

**History:**
Version 01 – Petra Collyer, James Templer, Marsha Keenan