Education and Training Requirements

354.1 Purpose

The 8th Edition of the Guide for the Care and Use of Laboratory Animals (Guide) requires that all personnel involved with the care and use of animals is 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.

354.2 Scope

This policy applies to all research faculty, staff and students at Emory University who are using animals in research, testing or training. All training and associated testing materials must be completed by the person receiving credit for the training. This policy only applies to personnel on an IACUC protocol when performing duties listed on that protocol. Faculty and staff of the Division of Animal Resources (SOM-DAR) and Yerkes Animal Resources Program (Yerkes) have internal job specific training requirements. The animal resources programs have additional requirements for researchers to gain animal facility access that are beyond the scope of this policy. Personnel should contact either the Yerkes Training Coordinator or the SOM-DAR Training Coordinators (dartrn@emory.edu; http://www.dar.emory.edu/safety/index.php) for these requirements.

354.3 Requirements

354.3.1. Training Prior to Protocol Approval

The IACUC requirements for researchers working with animals are listed in Appendix A. The IACUC protocol will not be approved without completion of these required trainings. Note that some of these trainings are job duty specific and not required for all personnel listed on the protocol. Researchers are encouraged to take advantage of additional training opportunities through their respective animal resources programs and the AALAS Learning Library.

- Online Training – AALAS Learning Library (ALL)
  All new animal users or hires are required to complete ALL courses as part of their initial training. Personnel with previous Collaborative Institutional Training Initiative (CITI) training obtained while employed at Emory University do not need to complete the corresponding ALL course if completed prior to December 31, 2013. Note that not all ALL courses have a CITI corresponding course, and that CITI training courses taken at other institutions do not transfer to Emory University.
Training Provided by the Animal Resources Programs

An online weaning training is required for personnel involved in breeding rats or mice at SOM-DAR. Weaning training at Yerkes is done after protocol approval. All individuals performing survival surgery are required to attend species specific training at either SOM-DAR or Yerkes. Surgeons who have completed the didactic training but have not had the proficiency assessment (see 354.3.2) can be listed as “surgeons in training” on the IACUC protocol. Surgeons will need to attend additional surgery training when working with a new species if that species was not covered by the prior training.

354.3.2 Training and Assessments After Protocol Approval

The IACUC requirements for researchers working with animals are listed in Appendix A. Researchers who fail to meet these requirements within the specified time period risk revocation of their animal facility access until the requirements are fulfilled. Training should be scheduled with SOM-DAR or Yerkes depending upon campus location and will be monitored and verified by the IACUC office.

- Survival surgery: A proficiency assessment is required in order to be listed as a “Surgeon” on the protocol. Surgeons have 30 days from the time they are added to the protocol as a “Surgeon in Training” to complete the proficiency assessment. Therefore, IACUC recommends adding surgeons to the protocol only when they are ready to start surgery and contacting the respective SOM-DAR or Yerkes trainers to schedule the assessment as soon as personnel are added. An animal resources veterinarian can approve an extension of up to 60 days after protocol approval under extenuating circumstances.

- Physical methods of euthanasia: A proficiency assessment is required for all personnel performing physical methods without anesthesia in any age of animal (e.g. decapitation, cervical dislocation). Personnel who have had the assessment will be listed as “Certified in Physical Methods” on the protocol. Personnel who have not yet had an assessment can be listed as “Training in Physical Methods”. Personnel have 30 days from the time they are listed as “Training in Physical Methods” to complete this assessment. Therefore, IACUC recommends adding personnel to these job duties on the protocol only when they are ready to start this procedure and contacting the respective SOM-DAR or Yerkes trainers to schedule the assessment as soon as personnel are added to the protocol. An animal resources veterinarian can approve an extension of up to 60 days after protocol approval under extenuating circumstances. Initial training is available from the animal resources division in any of these methods if desired.

- CO2 euthanasia training: This in-person training is required for all personnel using this method of euthanasia.

- New animal user: This role must be selected in the protocol for any researcher with direct animal contact but without prior experience with at least one of the species on the protocol. These personnel must attend a species-specific training with their respective animal resources programs. New rat and mouse users at SOM-DAR will attend a standard wet lab. All other new animal users should contact the trainers in their animal resources program to coordinate an appropriate course.
354.3.3 Continuing Education (CE)

The DAR Orientation CE or Yerkes Facility Refresher is required for all personnel listed on an IACUC protocol with animal contact and the Principal Investigator. Personnel must complete the continuing education requirement at least every 3 years. An IACUC protocol will not be approved until all required personnel have completed either this CE or the initial facility orientation within the previous 3 years. In addition to this requirement, the IACUC office provides CE by sending new and updated policies to researchers via the IACUC listserv and discussing substantial policy changes during inspections.

354.4 References

The 8th Edition of the *Guide for the Care and Use of Laboratory Animals*

354.5 Appendices

Appendix A - Training Requirements

354.6 Document Properties

Authored by: IACUC
Administering Division/Department: IACUC Office
Original Approval Date: 05/07/14
Effective Date: 11/18/2015
Last Revision Date: 3/7/19
# Appendix A: Researcher Training Requirements

## 1) Training Required Prior to Protocol Approval

<table>
<thead>
<tr>
<th>Item</th>
<th>Required for</th>
<th>Link/Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL course: Working with the IACUC</td>
<td>All staff</td>
<td><a href="http://www.iacuc.emory.edu/training/web-training.html">http://www.iacuc.emory.edu/training/web-training.html</a></td>
</tr>
<tr>
<td>ALL course: Pain Management in Laboratory Animals</td>
<td>All staff with animal contact</td>
<td><a href="http://www.iacuc.emory.edu/training/web-training.html">http://www.iacuc.emory.edu/training/web-training.html</a></td>
</tr>
<tr>
<td>ALL course: Introduction to: SPECIES SPECIFIC</td>
<td>By species</td>
<td><a href="http://www.iacuc.emory.edu/training/web-training.html">http://www.iacuc.emory.edu/training/web-training.html</a></td>
</tr>
<tr>
<td>ALL course: Post-procedural Care of rodents</td>
<td>By Job duty</td>
<td><a href="http://www.iacuc.emory.edu/training/web-training.html">http://www.iacuc.emory.edu/training/web-training.html</a></td>
</tr>
<tr>
<td>ALL course: Inhalation Anesthesia systems for Rodents</td>
<td>By Job duty</td>
<td><a href="http://www.iacuc.emory.edu/training/web-training.html">http://www.iacuc.emory.edu/training/web-training.html</a></td>
</tr>
<tr>
<td>Aquatic Animal husbandry</td>
<td>By species</td>
<td><a href="http://www.iacuc.emory.edu/training/web-training.html">http://www.iacuc.emory.edu/training/web-training.html</a></td>
</tr>
</tbody>
</table>
| Yerkes Aseptic Surgery Training or SOM-DAR Surgery Training (species specific) | All personnel performing survival surgery | Yerkes: Training Coordinator  
SOM-DAR: [http://www.dar.emory.edu/pi/index.php](http://www.dar.emory.edu/pi/index.php)  
Note: Training is species specific. Researchers can contact dartrn@emory.edu with any questions. |
| SOM-DAR Rodent Weaning Training                                       | All staff performing weaning of rats and mice at DAR | SOM-DAR: [http://www.dar.emory.edu/pi/index.php](http://www.dar.emory.edu/pi/index.php) |
| DAR Orientation CE or Yerkes Facility Refresher                      | All staff with animal contact who have been an animal user at Emory University for more than 3 years | Yerkes: Training Coordinator  
SOM-DAR: [http://www.dar.emory.edu/pi/index.php or email dartrn@emory.edu](http://www.dar.emory.edu/pi/index.php or email dartrn@emory.edu) |
## 2) Training/Assessments Required After Protocol Approval

<table>
<thead>
<tr>
<th>Item</th>
<th>Required For</th>
<th>Training required by: **</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aseptic surgery proficiency assessment</td>
<td>All surgeons performing survival surgery</td>
<td>30 days after being added to the protocol as a “surgeon in training”</td>
</tr>
<tr>
<td>Yerkes Rodent Weaning Training</td>
<td>All staff performing weaning of rats and mice at Yerkes</td>
<td>30 days post-approval</td>
</tr>
<tr>
<td>AVMA: CO2 Euthanasia Training</td>
<td>By Job duty</td>
<td>30 days post-approval</td>
</tr>
<tr>
<td>Physical methods of euthanasia proficiency assessment</td>
<td>By Job duty</td>
<td>30 days after being added to the protocol with this job duty and as “training in physical methods”</td>
</tr>
<tr>
<td>Rodent Handling and Techniques Workshop (rats and mice) or other species specific course</td>
<td>Personnel without prior experience with a species on the protocol</td>
<td>30 days post-approval</td>
</tr>
</tbody>
</table>

**Note: Schedule for training indicates the DEADLINE for obtaining training. Individuals are encouraged to obtain training as soon as possible after protocol approval and prior to performing procedures. Contact either SOM-DAR Training Coordinators ([dartrn@emory.edu](mailto:dartrn@emory.edu); [http://www.dar.emory.edu/pi/index.php](http://www.dar.emory.edu/pi/index.php)) or the Yerkes Training Coordinator.**