

University of Notre Dame Institutional Animal Care and Use Committee (IACUC) Policy	
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Title: Training in Animal Care and Use	
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Effective Date: 7/10/24	Last Revised Date: 7/10/24
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I. Purpose

Any individual involved in animal care, treatment, or use must be appropriately trained in the humane practice of those activities.

II. Definitions

AALAS Learning Library: An online platform on which prerequisite training on animal care and use is completed.

Proficiency Demonstration: An observation of procedural technique completed by veterinary staff to ensure proper methods.

III. Policy

1. Research Personnel Online Training Required Before Protocol Approval
 - a. Online AALAS Learning Library course modules must be completed by research personnel depending on their assigned activities and the animals used in a given protocol.
 - b. Training must be completed at least every five (5) years
 - i. The IACUC may require retraining on specific courses prior to the passing of five (5) years, in cases such as retraining following noncompliance or substantial revisions to course material (e.g., updates to AVMA Guidelines).
 - c. All research personnel listed on an IACUC protocol must complete the following courses:
 - i. "Working with the IACUC"
 - ii. "AVMA Guidelines for Euthanasia of Animals [Latest Edition]"
 - d. All research personnel listed on an IACUC protocol in which vertebrate animals are used must complete one of the following applicable courses:

- i. "Introduction to [species used]"
 - ii. "Working with Laboratory Zebrafish"
 - iii. "Working with Laboratory Xenopus"
 - e. All research personnel performing survival surgery on rodents must complete the following courses:
 - i. "Aseptic Technique for Rodent Survival Surgery"
 - ii. "Inhalation Anesthesia Systems for Rodents"
 - iii. "Post-procedure Care of Mice and Rats in Research – Minimizing Pain and Distress"
- 2. Research Personnel Hands-on Training Required After Protocol Approval
 - a. All research personnel must be trained on the proper technique and use of animals in manipulations before they can conduct experimental procedures.
 - b. Hands-on Training Provided by Veterinary Staff

Training, including potential observation of technique, is required for the following procedures with a member of the Freimann Life Science Center veterinary staff before initiation of unsupervised use of the procedure:

 - 1. Retro-orbital injection or blood collection
 - 2. Euthanasia
 - 3. Cervical dislocation
 - 4. Cardiac puncture
 - ii. Training on the following may be completed on a protocol-specific basis in consultation with Freimann Life Science Center (FLSC) veterinary staff:
 - 1. Aseptic Surgical Techniques and Post-Operative Care
 - 2. Surgical Techniques and Invasive Procedures
 - 3. Anesthesia Choices and Monitoring
 - 4. Euthanasia Methods
 - 5. Restraint, Injection, and Blood Withdrawal Methods
 - iii. Individuals who have completed hands-on training covering any of the procedures above at another institution may request recognition of such training to fulfill our institution's hands-on training requirements. The Attending Veterinarian or their designee will evaluate any requests, and may require documentation or an interview.
- c. Hands-on Training Provided by Research Personnel or Experienced Consultants
 - i. Additional training that may be required based on protocol-specific procedures must be provided by the Principal Investigator or a qualified designee.
 - ii. Qualification of a designee to conduct training will be determined in consultation with the IACUC.
 - iii. Individuals who have received hands-on training in protocol-specific procedures at another institution may request recognition of such training to fulfill our institution's hands-on training requirements during protocol review. The IACUC will determine through protocol review whether previous training aligns with the standards upheld by the University of Notre Dame and complies with applicable regulations and guidelines.

1. Documentation of previous hands-on training should be provided by the individual seeking recognition and may include, but is not limited to, the following:
 - a. Training records: Detailed records indicating the content, frequency, and outcomes of the training received at the previous institution(s).
 - b. Curriculum Vitae (CV) or resume
 - c. Certificates or credentials indicating successful completion of relevant training programs or courses.
 - d. Supervisor or mentor endorsement: A statement from a supervisor or mentor at the previous institution affirming the individual's proficiency in animal handling and care.
 - e. Description of practical experience: A narrative description of the hands-on experience gained during the training, including specific procedures performed and species worked with.
 - f. References: Contact information for individuals who can verify previous training and experience.
 2. The IACUC may grant partial or full recognition of the previous hands-on training through protocol review, thereby exempting the individual from certain training components.
- d. Documentation of training provided by qualified members of the research team must be maintained by the Principal Investigator and made available to the IACUC when requested and must include the following:
 - i. Date of training
 - ii. Name of trainee name
 - iii. Name of trainer
 - iv. Procedure
 - e. In protocol review, the IACUC may require additional hands-on training to be completed before an individual can conduct a procedure.
 - f. The FLSC veterinary staff or IACUC Post-approval Monitoring (PAM) staff may make recommendations to the IACUC for additional training or proficiency demonstration based on adverse events or unexpected outcomes.
3. Animal Care Personnel
 - a. All FLSC staff responsible for animal care and husbandry must receive appropriate training before handling animals.
 4. IACUC Members
 - a. IACUC Members must complete the following courses in the AALAS Learning Library as part of orientation:
 - i. "Working with the IACUC"
 - ii. "Essentials for IACUC Members"
 - iii. "AVMA Guidelines for Euthanasia of Animals [Latest Edition]"
 - b. IACUC Members must renew the following courses in the AALAS Learning Library annually:

- i. "Semiannual Facility Inspection"
- c. Continuing education will be made available to IACUC members, covering various topics related to ethical care and use of animals, regulatory requirements for animal care and use programs, and other related subjects.

IV. References

1. Public Health Service (PHS) Policy IV.B.5.
2. Guide for the Care and Use of Laboratory Animals, 8th ed., p. 23.