



BROWN

Institutional Animal Care and Use Committee (IACUC)

Training and Education Policy for Personnel working with Laboratory Animals

Date of IACUC Review and Approval: 11/6/2015

- I. **Background:** Public Health Services (PHS) Policy, the Guide for the Care and Use of Laboratory Animals (“the Guide”), and the Animal Welfare Regulations *require* that all personnel involved with the care, treatment and use of laboratory animals be adequately educated and trained in animal maintenance, experimentation, and the use of research and testing methods that limit the number of animals used, animal pain, and distress. In addition, Brown University is required to establish and maintain an occupational health and safety program as an essential part of its overall Animal Care and Use Program. It is the responsibility of Brown University to ensure that all research personnel have the necessary knowledge and expertise for the specific animal procedures proposed and the species used before beginning animal work.

- II. **Purpose:** This Policy outlines the training requirements for personnel working with laboratory animals at Brown facilities under a Brown-approved IACUC protocol, the process by which training is assigned and completion documented, and actions that will be taken by the IACUC (and/or Animal Care [AC]) if requisite training and education are not completed.

- III. **Assigning Training:** In compliance with federal regulations, Brown’s IACUC must ensure that all scientists, research technicians, animal technicians, and other personnel involved in animal care, treatment, and use are qualified to perform their duties. AC and the Office of Environmental Health and Safety (EHS) administer on-line and in-person training and education for personnel working with live animals for the purposes of teaching, testing and/or research. Online training is administered through the TrainCaster® learning management system.

The IACUC evaluates the qualifications of personnel on each animal care and use protocol to conduct the activities and procedures to which they are assigned, and ensures that training assigned to individual personnel is completed prior to the beginning of animal work, and renewed at required intervals.

A core group of training offerings must be completed by each individual prior to working with animals and entering facilities where animals are housed. Individual personnel are assigned to additional training based on the specific needs of the animal protocol(s) on which they are listed. Animal Care, in conjunction with IACUC administrative staff, assigns and manages protocol-specific training and education of animal users.

IV. Training Requirements

- **Required Core Training:** All Principal Investigators and Research personnel involved in live animal work must be listed on an approved IACUC protocol and complete the following training prior to working with animals. Training marked with an asterisk (*) must be completed to gain key card access to the Animal Care Facility (ACF).

1. Animal Research Orientation and Training*:

Offered at least monthly, renew every 5 years

All personnel who will be working with laboratory animals must attend an in-person orientation with the Director of Animal Care and/or the Assistant Director of Operations of Animal Care. These sessions are held monthly. The topics discussed are the laws and agencies regulating research with laboratory animals, minimizing animal pain and distress, occupational health and safety, zoonotic diseases, animal allergies, and the need to consult an ACF Veterinarian prior to protocol submission. A document summarizing the topics covered is signed by the individual at the end of the session, retained by AC and entered into TrainCaster®.

2. Occupational Health and Wellness Survey*:

Required annually

All faculty, staff, students or other personnel who work with or have contact with animals or their tissues and body fluids, or have duties in animal housing areas or support areas, must complete the online Occupational Health and Wellness Survey (OHWS) annually. Failure to remain current with this requisite training will result in termination of key card access to the ACF. Personnel are prompted annually to complete the OHWS by the TrainCaster® learning management system. Documentation of training completion is retained by University Health Services and recorded into TrainCaster® by Animal Care.

3. AVMA Guidelines for the Euthanasia of Animals: 2013 Edition.

Required one time only

Personnel who will work with a species of animal that does not have a designated species-specific AALAS module (e.g., bats), must take the online AALAS Learning Library¹ course “AVMA Guidelines for the Euthanasia of Animals: 2013 Edition.”

- **Protocol-Specific Training:**

¹ American Association for Laboratory Animal Science Learning Library. Access to the Learning Library is provided to personnel via TrainCaster.

1. Nonhuman primate (NHP) users:

Offered based on need, required one time only

All personnel who will work with NHPs must complete the AALAS Learning Library module “Health Risks and Safety Procedures for Working with Nonhuman Primates,” then attend an individual training session with a Brown veterinarian. This training emphasizes the special physical safety considerations for those working with NHPs. Documentation of participation in this training is retained by AC and recorded into Traincaster®.

2. AALAS Learning Library online courses assigned to individuals based on the species included in their protocols:

Required one time only

Documentation of participation in these trainings are retained by AC and recorded into Traincaster®.

➤ **Species-specific requirements:**

Personnel working with	Must take
Nonhuman Primates	“Health Risks and Safety Procedures for Working with Nonhuman Primates” and “Introduction to Nonhuman Primates”
Rodents	“Introduction to Mice and Rats”
Amphibians	“Introduction to Amphibians”
Swine	“Introduction to Swine”
Fish	“Introduction to Fish”

➤ **Procedure-specific requirements:**

Personnel conducting	Must take
Survival surgery in rodents	“Introduction to Rodent Surgery”
Surgery non-mammalian species	If a course is available in the Learning Library for any other non-mammalian species on which the individual will perform surgery, taking that course is required.

Documentation of completion of AALAS Learning Library modules will be auto updated and recorded in TrainCaster®.

3. Hands-on Surgery training

In person, offered based on need

Practical, hands-on surgery training is done by Animal Care for USDA covered species, rodents, and non-rodent, non-USDA covered species (e.g., birds) on a case

by case basis. Documentation of completed training will be retained by AC and recorded into Traincaster®.

- **EHS Required Training**

EHS has oversight of and responsibility for providing training required by regulatory agencies (e.g., OSHA, NIH, CDC, DOT and IATA, etc.) for personnel working with laboratory animals and / or with hazardous agents.

All Brown employees and students working with animals are required to complete EHS safety training(s) that covers reporting of accidents, injuries, and allergies to supervisors, Brown University Health Services, and EHS.

Personnel working with hazardous agents in research laboratories or in the ACF are required to take appropriate safety training provided by EHS, based on the type of hazards (chemicals, biological agents, or radioactive materials).

Depending on the research proposed, personnel may be required to complete a combination of the training listed below:

- a) Laboratory Safety Training
- b) Biological Safety and Bloodborne Pathogens (BBP) Training
- c) Radiation Safety Training
- d) Hazardous Waste Training
- e) Hazard Communication/Right-To-Know Training
- f) Respiratory Protection

V. Overdue or Incomplete Training / Required Re-training

Key card access to ACF:

In order to gain key card access to the ACF, research personnel must complete the Animal Research Orientation and Training Research (in-person) and the Occupational Health and Wellness Survey (online). Failure to complete the OHWS annually and any required medical monitoring will result in deactivation of key card access by AC. Key card access will be reinstated when requisite training is completed.

Protocol-specific training requirements:

Personnel are responsible for completing assigned training prior to beginning relevant work on an animal use protocol. In addition, personnel must remain current with training that requires updating at specified intervals. If new procedures and/or species are added to an approved protocol via an amendment, personnel must promptly complete any additional training assigned as a result of such changes and may not begin the new work until training is complete. Failure to complete requisite training and/or failure to remain in compliance with required renewal of training may result in suspension of one individual on a protocol or suspension of the relevant IACUC protocol(s).

Suspension due to training non-compliance:

Compliance with required training will be reviewed at the time of protocol submission, when an amendment is submitted to add new personnel or to add new procedures /species

that require additional training, at annual continuation, and at three year renewal. If training non-compliance is identified during any of these review activities outside of a convened meeting of a quorum of the IACUC, the matter will be referred to the IACUC for review at its next convened meeting.

In accordance with PHS Policy², suspension of an approved protocol can occur only after review of the matter at a convened meeting of a quorum of the IACUC in which the majority votes to suspend. In addition, the IO, in consultation with the IACUC, shall review the reasons for suspension. Notification of protocol suspension and the circumstances surrounding the suspension must be reported to OLAW and, when the protocol involves USDA-covered species, to the USDA-APHIS.

Re-instatement of suspended protocol or suspended individual:

Once all required training has been completed, the IACUC will reinstate approval of the protocol via either Designated Member Review or Full Committee Review. For individual personnel, approval may be reinstated administratively.

Required Re-Training Due to Non-compliance:

When non-compliance with federal regulations, institutional policy, or an IACUC-approved protocol is reported, the IACUC may require additional training or re-training of individual personnel or an entire laboratory. Any training / re-training assigned by the IACUC as a result of non-compliance must be completed promptly. If the non-compliance necessitates re-training in a procedure and/or use of a certain species, the individual and/or laboratory may not re-engage in such work until the training is completed and documented within the lab and by AC.

Related Policies: [EHS Animal Care and Use Occupational Health and Safety Program](#)

Useful Links:

Brown EHS - <http://brown.edu/Administration/EHS/>

TrainCaster - <http://brown.traincaster.com/app/Login.pm>

² See <http://grants.nih.gov/grants/olaw/tutorial/iacuc.htm#5c>