

Standard Operating Procedure

SOP Number: **02-18-5860**
Service: **Research**
Operating Section: **IACUC**
Unit: **LUC/HSD**
Title: **Mandatory Training**

Purpose:

To describe the areas of training required by the Institutional Animal Care and Use Committee (IACUC).

Procedure:

- 1) Training is required for all individuals listed on an ACORP and must be updated every three years.
- 2) Basic Training and Occupational Health Training is required for all PIs and personnel with direct animal contact. Basic Training and Occupational Health Training is available on line. Contact the IACUC Director or the CMF Administrative Office.
- 3) Species Specific Training is required for all personnel listed on the ACORP who will be performing animal experiments. Species Specific Training is available in online. Contact the IACUC Director or the CMF Administrative Office.
- 4) Anesthesia and Analgesia Training is required for all personnel listed on the ACORP who will be performing these procedures. Anesthesia and Analgesia Training is available online. Contact the IACUC Director or the CMF Administrative Office.
- 5) Surgical Training (Phase I and II)
 - a) Phase I: Basic Surgical Training is required for personnel involved in a surgical procedure.
 - i) Surgical Training (Phase I) is available in several formats (online or by individual meeting with CMF staff).
 - ii) Personnel with significant experience with a species can qualify for certification. Within the past two years they must have spent the following time working with the species as outlined below. Principal Investigator must initiate a verification form indicating that the personnel meet these following requirements. The signed form will be returned to CMF for inclusion in the IACUC certification process.

Species	Experience with this species
Mouse	1 year
Rat	1 year
Guinea Pig	1 year
Hamster	1 year
Ferret	1 ½ years
Dog	1 ½ years
Cat	1 ½ years
Rabbit	1 ½ years
Swine	1 ½ years
Primate	2 years

- b) Phase II: Specialized Surgical Training may be required by the IACUC for all personnel performing invasive, survival surgical procedures.

- i) Personnel will be certified to perform specific procedures on identified species. Certification will be required for every new procedure/protocol to be used and for each species on which the procedure will be performed.
 - ii) The first surgical procedure must be performed with an IACUC approved surgical consultant in attendance. This individual will file a report with the IACUC, and if recommended, the investigator will receive certification to routinely perform this procedure.
- 6) Post-Procedure Care is required for all personnel listed on the ACORP who will be responsible for post-procedure care.
- a) Post-Procedure Care Training is available in several formats (on line or individual meeting with CMF Staff). Contact the IACUC Director or the CMF Staff Administrative Office for further details.
 - b) Personnel with significant experience with a species can qualify for certification. Within the past two years they must have spent the following time working with the species as outlined below. Principal Investigator must initiate a verification form indicating that the personnel meet these following requirements. The signed form will be returned to CMF for inclusion in the IACUC certification process.

Species	Experience with this species
Mouse	1 year
Rat	1 year
Guinea Pig	1 year
Hamster	1 year
Ferret	1 ½ years
Dog	1 ½ years
Cat	1 ½ years
Rabbit	1 ½ years
Swine	1 ½ years
Primate	2 years

Responsible Official Signature		Date	
QA Signature		Date	
Version #2	Effective Date	Supersedes #1	Original Date 6/05/06