

**University of Colorado Boulder**  
**Office of Research Integrity**  
**Institutional Animal Care and Use Committee**  
**SOP # 14**

## **Record-keeping for Principal Investigator-provided Animal Use Training**

### **Procedures**

The Principal Investigator (PI) or other qualified staff member often provides training for specific procedures involving live vertebrate animals. The UCB IACUC requires that PI-provided training related to live vertebrate animal use must be documented (e.g. animal-related procedural, surgical, biosafety, chemical safety, radiation safety, or care training).

Two options for training documentation are currently available to research groups. Choose one format:

1. Individual Training Qualification Document (preferred)
2. Excel spreadsheet with entire lab training.

As long as the key information below is included, the record may be kept in an alternate format.

**These records must be documented and available upon request for review by the IACUC, Veterinary staff, or regulatory representative.**

### **Information to be included in records:**

1. Indicate a) the procedures and species trained on; and b) whether someone is in-training or proficient in the procedures. Someone who is 'proficient' should demonstrate satisfactory performance of the task.
2. The date when a person is proficient in each procedure or the years of experience if this date is not known. List a specific date(s) of training when applicable (e.g. online training). This may include training not provided in the lab, but will show additional qualifications.
3. The name of the trainer if the training took place at UCB.
4. Additionally, indicate if the person has enrolled in the occupational health program and taken other relevant training such as the IACUC training, AALAS training, IACUC 101, etc.

**When to submit this information:** Keep these documents updated and submit with protocols and personnel addendum when adding new personnel. Submit one document for the lab personnel with a new protocol submission or protocol renewal or when adding personnel to a protocol with a personnel addendum. If you have multiple "Individual Training Qualification Documents" or other multiple formats, please place them in one single Word document or pdf.

Research personnel must be listed by name on a protocol before handling live animals and before they receive protocol-specific hands-on training from other members of the laboratory or field team. Add personnel to a protocol by submitting a personnel addendum along with the individual's training documentation.

**Semi-annual inspections:** You only need to print out a current list of personnel.

**Training documentation will be transitioned to an electronic format once CU Boulder implements Topaz Elements in 2015**

### **References**

According to Principle VIII of the *U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training*, "Investigators and other personnel shall be appropriately qualified and experienced for conducting procedures on living animals."

The Animal Welfare Act (9 CFR Ch1, Part 2, subpart C, 2.32) states, "It shall be the responsibility of the research facility to ensure that all scientists, research technicians, animal technicians, and other personnel involved in animal care, treatment, and use are qualified to perform their duties. This responsibility shall be fulfilled in part through the provision of training and instruction to those personnel."

The *Guide for the Care and Use of Laboratory Animals* recommends that "All Program personnel training should be documented." (NRC January 2011, Eighth Edition).

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