

University of Colorado at Boulder, Office of Research Integrity Institutional Animal Care and Use Committee

SOP #14

Title: 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). A suggested electronic form is provided as a part of this procedure (e.g. use the Excel spreadsheet of the list of personnel submitted to the occupational health program and add the additional information above); however, as long as the key information 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. For procedures on animals, indicate whether someone is in-training or proficient. 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.
3. Description of information provided during the training (e.g. procedure trained on).
4. The name of the trainer if possible.

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).