I. Purpose

Investigators and other personnel shall be appropriately qualified and experienced for conducting procedures on living animals (US Government Principle VIII). The Institutional Animal Care and Use Committee (IACUC) requires that all personnel conducting research, teaching, or testing that involves handling, manipulation, or performing procedures on live vertebrate animals, whether in the laboratory or in the field, complete minimum training requirements. Proficiency in techniques must be demonstrated prior to performing unsupervised.

II. Scope

This document applies to all persons working with animals, or directly responsible for the conduct of animal research.

III. Process

A. Part 1: Training requirements for addition of personnel to an IACUC protocol include the completion of Part 1; Occupational Health requirements, animal biosafety course, and IACUC training. Protocol approval will be withheld until personnel have completed these mandatory items.

1. Occupational Health and Safety
   a. Risk Assessment
   b. Medical History/Animal Allergy
   c. Face-to-face or online Course

2. Animal Biosafety Courses
   a. Face-to-face or online CITI Animal Biosafety Training

3. IACUC Training
   a. Face-to-face: Introduction to MSU IACUC or CITI Investigators, Staff and Students
   b. CITI modules and learning curricula is assigned based on roles by filling out a course enrollment questionnaire.
      1) Principal Investigators
      2) Investigators, Staff and Students Curricula
      3) Species specific training in CITI
4. Animal Care at MSU with Attending Veterinarian or Designee
   a. Sessions will be held at least monthly and can be combined with part B for the ARC below if applicable.

B. Part 2: Once the IACUC protocol has been approved; animal facility orientation(as applicable) and animal handling/procedure training must be completed before working on an experimental protocol.

1. Personnel working with animals housed in ARC/JRL/JFLF
   a. Facility orientation
   b. Animal handling as applicable

2. Personnel working with nonhuman primates (NHPs) must attend additional training covering:
   a. Safety, risks and zoonoses associated working with NHPs
   b. Herpes B virus and exposure kit procedures
   c. Tour of NHP facility, review of management and handling techniques and NHP behavior.

3. All personnel must display proficiency in the specific procedures they will by performing on animals as described in each IACUC protocol. There are many options available for training research personnel; some examples are:
   a. Hands-on training by the PI or other laboratory members already proficient in a specific procedure.
   b. Videos and DVDs such as those produced by NIH Office of Laboratory Animal Welfare
   c. On-line training demonstrations (e.g., JoVE)
   d. Hands-on training by ARC personnel

4. For survival surgical procedures, training with the AV or designee is required and can be scheduled through the ARC (ARC@montana.edu).

5. The Principal Investigator is ultimately responsible to ensure that research personnel are proficient in procedures. Protocol specific procedure training and assessment must be documented and maintained by the PI/research personnel.