



Policy 354

Education and Training Requirements

Responsible Official:	Research Administration
Administering Division/Department:	Research Compliance and Regulatory Affairs / IACUC
Effective Date:	05/07/2014
Last Revision Date:	06/01/2022

354.1 Purpose: The 8th Edition of the *Guide for the Care and Use of Laboratory Animals (Guide)* requires that all personnel involved with the care and use of animals are adequately educated, trained, and/or qualified, and that training programs include continuing education. The *Guide* also requires that this training be documented, and that the IACUC should work with the individual animal care programs to formalize a documentation system that allows for timely and sufficient data retrieval.

354.2 Scope: This policy applies to all faculty, staff and students who are on an IACUC protocol to perform IACUC-approved activities involving animals in research, testing or training at Emory University. All training and associated testing materials must be completed by the person receiving credit for the training. Faculty and staff of the Division of Animal Resources (SOM DAR) and Emory Primate Center Animal Resources Program (EPC DAR) have internal job-specific training requirements. The animal resources programs have additional requirements for researchers to gain animal facility access that are beyond the scope of this policy. Personnel should contact either the EPC Training Coordinator (epc-dartrn@emory.edu) or the SOM DAR Training Coordinators (dartrn@emory.edu) for these requirements.

354.3 Requirements

354.3.1. Training Prior to Working on an Approved Protocol: The IACUC requirements for researchers working with animals are listed in the [IACUC Education and Training Requirements Checklist](#) (Appendix A). The IACUC protocol will not be approved without completion of these required trainings. Note that some of the training sessions are job duty specific and not required for all personnel listed on the protocol. Researchers are encouraged to take advantage of additional training opportunities through their respective animal resources programs and the AALAS Learning Library.

- **Online Training – AALAS Learning Library.** All new animal users or hires are required to complete AALAS Learning Library courses as part of their initial training. Personnel with previous Collaborative Institutional Training Initiative (CITI) training obtained while employed at Emory University do not need to complete the corresponding AALAS Learning Library course. Note that not all AALAS Learning Library courses have a CITI corresponding course, and that CITI training courses taken at other institutions do not transfer to Emory University.
- **Training Provided by the Animal Resources Programs.**
 - An interactive online weaning training is required for personnel involved in breeding rats or mice at SOM DAR. Please note that an in-person, hands-on weaning training at EPC is done after protocol approval.



- All individuals performing survival surgery are required to attend species specific training at either SOM DAR or EPC DAR. Surgeons will need to attend additional surgery training when working with a new species if that species was not covered by the prior training. This should be taken ONLY by personnel who are planning to start conducting surgery within 90 days.

354.3.2 Training and Assessments After Protocol Approval. The IACUC requirements for researchers working with animals are listed in the [IACUC Education and Training Requirements Checklist](#) (Appendix A). Researchers who fail to meet these requirements within the specified period risk revocation of their animal facility access until the requirements are fulfilled. Training should be scheduled with SOM DAR or EPC DAR, depending upon campus location, and will be monitored and verified by the IACUC office.

- Survival surgery proficiency assessment (species specific): A proficiency assessment is required to be listed as a “Surgeon” on the protocol. Surgeons have 30 days from the time they begin performing surgeries to complete the proficiency assessment.
- Training in physical methods of euthanasia: A proficiency assessment is required for all personnel performing physical methods of euthanasia without anesthesia in animals of any age (e.g. decapitation, cervical dislocation). Training is available from the SOM DAR and EPC DAR in any of these methods.
- Training in CO₂ euthanasia method: This in-person training is required for all personnel using this method of euthanasia. Training is available from SOM DAR and EPC DAR.
- New animal user: This role must be selected in the protocol for any researcher with direct animal contact but without prior experience with at least one of the species on the protocol. These personnel must attend a species-specific training with their respective animal resources programs. All new animal users should contact the trainers in their animal resources program to coordinate an appropriate course.

354.3.3 Continuing Education (CE)

- The DAR Orientation CE or EPC Facility Refresher is required for all personnel listed on an IACUC protocol with animal contact and the Principal Investigator. Personnel must complete the CE requirement at least every 3 years. An IACUC protocol will not be approved until all required personnel have completed either this CE or the initial facility orientation within the previous 3 years. CE sessions can be scheduled through the trainers in the respective animal resources program.
- The IACUC Office sends communications to the researchers through the IACUC-News distribution list to inform them of new policies that have been approved by the Committee or existing policies that have been reviewed and updated.

354.4 References

The 8th Edition of the *Guide for the Care and Use of Laboratory Animals*

354.5 Appendix A Researcher Education and Training Requirements for SOM DAR and EPC DAR



Contact Information

Subject	Contact	Phone	Email
Clarification of Policy	Office of Research Compliance and Regulatory Affairs - IACUC	404-712-0734	iacuc@emory.edu

Revision History

- Version Published on:06/01/2022
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Appendix A. Researcher Education and Training Requirements Checklist for SOM DAR and EPC DAR

The IACUC Education and Training Requirements Checklist is also available as a separate pdf file [here](#).

Researcher Education and Training Requirements for SOM DAR

Training Required Prior to Working on an Approved Protocol:

1. AALAS Learning Library Courses (online: <https://rcra.emory.edu/iacuc/training/web-training.html>)

Couse Title:	Required For:
Working with the IACUC	All staff included in the research team
Pain Management in Laboratory Animals	All staff with animal contact
Introduction to [Species]	By species
Aquatic Animal Husbandry	
Post-Procedural Care of Rodents	If performing surgery of rodents
Inhalation Anesthesia Systems for Rodents	

2. Rodent Weaning Training (online)
 - Required for all staff performing weaning or rats and mice at SOM-DAR.
 - Enroll - ELMS Couse 265050 (<http://elmprod9.emory.edu>)
 - Couse can then be launched from the “My Learning” page on ELMS.
3. Aseptic Survival Surgery for rodents, birds and amphibians Lecture (online)
 - This should be taken ONLY by personnel who are planning to start conducting surgery within 90 days.**
 - Required for all staff performing survival surgery of rodents, birds and amphibians at SOM-DAR.



- Enroll - ELMS Course 265020 (<http://elImprod9.emory.edu>)
- This course is given via zoom. DAR Training Staff will send course specific information after enrollment.

Training Required After Protocol Approval:

1. Survival Surgery in rodents, birds or amphibians Proficiency Assessment (in person)
 - Required for all staff performing survival surgery of rodents, birds and amphibians at SOM-DAR.
 - Contact DAR Training (dartrn@emory.edu) to schedule within 30 days of starting surgery.
2. CO2 Euthanasia Training (in person)
 - Required for all staff performing CO2 Euthanasia at SOM-DAR.
 - Contact DAR Training (dartrn@emory.edu) to schedule within 30 days of protocol approval.
3. Physical Methods of Euthanasia Training and Assessment (in person)
 - Required for all staff performing physical methods of euthanasia without anesthesia (ex. cervical dislocation, decapitation, etc.) at SOM-DAR.
 - Contact DAR Training (dartrn@emory.edu) to schedule within 30 days of protocol approval.
4. Survival Surgery of Large Animals Lecture (online)
 - Required for all staff performing survival surgery of large animals (ex. pigs, sheep, rabbits, etc.) at SOM-DAR.
 - Enroll - ELMS Course 265022 (<http://elImprod9.emory.edu>)
 - This course is given via zoom. DAR Training Staff will send course specific information after enrollment.
5. Survival Surgery of Large Animals Proficiency Assessment (in person)
 - Required for all staff performing survival surgery of large animals at SOM-DAR.
 - Contact DAR Training (dartrn@emory.edu) to schedule before first surgery is scheduled.
6. Species Specific Handling and Techniques Training Workshops (in person)
 - Required for persons without prior experience working with the species on the protocol.
 - Contact DAR Training (dartrn@emory.edu) to schedule within 30 days of protocol approval.

Continuous Education (CE) refresher training –

1. DAR SOM Orientation CE
 - Required for all personnel listed in an IACUC protocol at Emory University SOM during triennial review. This training is required to be completed prior to protocol re-approval.
 - Enroll - ELMS Course 265008 (<http://elImprod9.emory.edu>)

****Note:** Please contact DAR Training Staff with any questions regarding the above trainings and for more information (dartrn@emory.edu)



Researcher Education and Training Requirements for the Emory Primate Center (EPC) DAR

Training Required Prior to Working on an Approved Protocol:

- 1. AALAS Learning Library Courses (online: <https://rcra.emory.edu/iacuc/training/web-training.html>)

Couse Title	Required For
Working with the IACUC	All staff included in the research team
Pain Management in Laboratory Animals	All staff with animal contact
Introduction to [Species]	By species
Post-Procedural Care of Rodents	If performing surgery of rodents
Inhalation Anesthesia Systems for Rodents	

- 2. EPC Didactic Aseptic Surgery Training; Species Specific (in-person lecture)
 - This should be taken ONLY by personnel who are planning to start conducting surgery within 90 days.**
 - Required for all staff performing survival surgery of rodents or nonhuman primates at the EPC.
 - Contact epc-dartrn@emory.edu to schedule.

Training and Assessments required After Protocol Approval:

- 1. EPC Rodent Weaning Training (in person)
 - Required for all staff performing weaning or rats and mice at EPC
 - Contact epc-dartrn@emory.edu to schedule prior to performing procedure.
- 2. EPC Rodent CO2 Euthanasia Training (in person)
 - Required for all staff performing CO2 Euthanasia at EPC.
 - Contact epc-dartrn@emory.edu to schedule prior to performing procedure.
- 3. EPC Surgery Assessment; Species Specific (in person)
 - Required for all staff performing survival surgery of rodents or nonhuman primates at EPC.
 - Contact epc-dartrn@emory.edu to schedule within 30 days of starting surgery.
- 4. Physical Methods of Euthanasia Training and/or Assessment (in person)
 - An Assessment is required for all staff performing physical methods of euthanasia without anesthesia (ex. cervical dislocation, decapitation, etc.) at the EPC; training available upon request
 - Contact epc-dartrn@emory.edu to schedule prior to performing procedure.



5. EPC Basic Rodent Handling for New Users (in person)
 - Required for persons without prior experience working with the species on the protocol.
 - Contact epc-dartrn@emory.edu to schedule prior to performing handling procedures.

Continuing Education (CE)

1. EPC Facility Refresher
 - Required for all personnel listed in an IACUC protocol during triennial review. This training is required prior to protocol re-approval
 - Contact epc-dartrn@emory.edu to schedule.

****Note:** Please contact the EPC DAR Training Coordinator (epc-dartrn@emory.edu) with any questions regarding the above trainings and for more information.