



THE UNIVERSITY OF TOLEDO
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

SUBJECT: Guideline on Tracking and Training Personnel Involved with Animal Activities

DATE: January 18, 2020

Guideline on Tracking and Training Personnel Involved with Animal Activities

The Institutional Animal Care and Use Committee (IACUC) is charged with ensuring that personnel that care for or conduct procedures on living animals have appropriate qualification, experience, and training. The Principal Investigator (PI) is responsible for ensuring that all personnel (laboratory staff, instructors, teaching assistants, students) using live animals are appropriately listed or identified on the animal protocol. Additionally, the PI must ensure that all personnel are appropriately trained, informed of applicable regulatory requirements, and apprised of all hazards and risks prior to allowing personnel to engage in animal activities.

Visitors/tour attendees/observers are defined as individuals entering an animal area for observational purposes only.

Short-term personnel are defined as individuals participating in a research or training activity for ten (10) or fewer consecutive days or twenty (20) or fewer total days over a one-year period. The intent is to permit an educational event, such as a visiting scientist sharing procedural knowledge or medical students participating in a teaching laboratory. The role of short-term personnel should not be used to fill employment gaps.

Long-term personnel are defined as individuals participating in a research or training activity for more than ten (10) consecutive days or twenty (20) total days over a one-year period.

Visitors/Tour attendees/Observers

- Not required to be listed on the animal protocol
- Cannot touch animals as this is for observing only.
- If touring a DLAR animal facility, must sign in and out at the DLAR front office and must be accompanied by DLAR staff.

Short-term personnel

- Not required to be listed on the animal protocol via a personnel amendment
- The PI must send an email requesting the addition of short-term personnel to the IACUC Administrator prior to the start of the class/activity start date. This submission signifies the assurance of the PI that they will be responsible for training in lieu of the mandatory

training requirements. The request will be attached to the protocol once approved. The request should contain:

- Full name(s) and title(s)
- Name of affiliated institution(s)
- Role in research/teaching activity
- Expected duration/dates of animal activity
- Not required to be enrolled in Medical Surveillance Program
- Must receive information on animal use policies and protections, whistle blower policies, and occupational health risks (e.g., zoonoses, PPE)
- Must work under the direct supervision of the PI, DLAR, or an experienced member of the PIs laboratory who is listed on the protocol and is proficient in the applicable procedures.

Long-Term Personnel

- Required to be listed on the animal use protocol
- Required to be enrolled in the Medical Surveillance Program
- Must have completed appropriate training by DLAR, PI, or skilled lab personnel

References

1. *Guide for the Care and Use of Laboratory Animals*, 8th Edition. 2011. National Research Council Committee for the Update of the Guide for the Care and Use of Laboratory Animals. Washington (DC): National Academies Press (US).