Information Sheet

Research Services
Institutional Animal Care and Use Committee
Research Resource Facilities

IACUC Participant Training Logs

The Guide and federal regulations require documentation of the qualifications and training of individuals working with animals. Required training regarding the humane use of animals in research and teaching ("Level II Training") and baseline occupational health and safety information ("Occupational Hazards Associated with the Care and Use of Laboratory Animals") is provided by the IACUC. Historically, documentation regarding an individual's training and experience pertinent to the *Proposal, i.e.*, ***species- and procedure-specific training***, was provided in the *Proposal* form itself by listing for all participants: 1) their role on the study, *i.e.*, the procedures each participant is expected to perform, and 2) training and experience preparing each individual for that role/procedure. The IACUC recently acknowledged that this often arduous task yielded significantly inconsistent results and provided little assurance that individuals have or will gain the proficiency needed to complete animal-related procedures. *It therefore adopted a scheme whereby the individual participant will share the responsibility of documenting prior as well as newly-received experience and training pertinent to the procedures they have or will perform.*

Policy ("Required Training") Excerpts

1. "As a condition for continued authorization to work with animals, individual animal users are expected to maintain an IACUC Participant Training Log that outlines training on all procedures for which they are expected to perform."
2. "To document procedure-specific training, each animal user must maintain an IACUC Participant Training Log. This Log should describe prior experience for which specific procedure proficiency was obtained and outline each newly-acquired training. IACUC Participant Training Logs must be made available to the IACUC upon request."
3. *"Principal Investigators are responsible for ensuring that training is obtained and documented* ***prior*** *to a Participant performing any animal-related procedures unsupervised.* Participants conducting procedure for which the Log does not record an appropriate level of training may also lose animal use privileges."

The Process

1. Each laboratory participant, *including the PI*, must complete a Participant Training Log. Except for personnel new to the use of animals, the IACUC expects that the text box describing prior experience will be extensive. Training and experience should be species-specific. *All newly-obtained training should be documented, including a brief description of how that training was obtained and by whom.*
2. An electronic, web-based form is available at: iacuc.traininglog.louisville.edu. This form allows the individual to identify others to read and print their form. For example, and individual that may participate on *Proposals* assigned to several PIs will want the laboratory managers from each to have access to their form.
3. *A hard copy of the completed form must be made available for each individual during/prior Semi-Annual Laboratory Inspections or upon request by the IACUC or RRF*.
4. As noted in IACUC Policy, PIs must ensure that adequate training is documented. ***Any participant performing a particular procedure without documented pertinent experience in a Training Log would be considered in non-compliance with this policy***.
5. Although not required for use or intended to be exhaustive, example species and procedures lists are provided in the following pages.

Example Species:

Small rodent (mouse, rat, hamster)
Large rodent (guinea pig)
Cotton rat
Wild rodents
Rabbit
Ferret
Cat
Dog
Swine
Small ruminant (calf, sheep, goat)
Fish
Amphibian
Reptile
Other

Example Procedures:

Basic Handling and Observation

Handling, weighing, manual restraint
Behavioral observation; recognition of potential pain and/or distress
Dental examination (teeth, gum recessions, socket depth, *etc*.)

Sample / Tissue Collection

Urine, feces
Blood – open method (vein stick)
Blood – closed method (venous cannulation)
Blood – intracardiac
Retro-orbital sinus/plexus
Tail snip (for genotyping)
Gut contents

Agent Administration

IP, IM, or SC injection
IV injection
Oral administration
Gavage
Ocular administration (drops)
Ocular injection
Intracranial/intrathecal injection
Epidural injection
Intranasal
Footpad injection
Inhalation exposure
Intratracheal instillation (endotracheal)
Intracardiac injection
Cardiac injection (closed approach)
Pulmonary injection (closed approach)
Abdominal organ (closed approach)
Retro-orbital sinus/plexus injection

Animal Identification

Tattoo
Toe tattoo
Ear punch or tag
Toe clipping

Anesthesia

Open-drop method ("bell-jar")
Face mask induction or use of induction chamber
Intubation
Ventilator use
Anesthetic monitoring (depth of anesthesia, vital sign monitoring)
Anesthetic recordkeeping

Imaging

Radiography (X-ray, fluoroscopy)
Micro-PET
Ultrasound
Luminescence

Survival Surgery - CNS

Stereotaxic injection or other manipulation
Traumatic brain injury or other brain manipulation
Spinal cord injury or other manipulation (includes [hemi]laminectomy)
Post-surgical or procedural monitoring

Survival Surgery - PNS

PNS surgery/manipulation
Post-surgical or procedural monitoring

Survival Surgery - Abdominal

Cecal puncture
Implant placement
Liver or bile duct surgery/manipulation
Orthotopic injections or implantation (open approach)
Ovariectomy/orchiectomy
Pancreatic surgery/manipulation
Urinary system (kidney, bladder) surgery/manipulation
Intestinal resection/anastomosis
Laparoscopy
Other GI surgery/manipulation (closed approach; *e.g.* endoscopy)
Post-surgical or procedural monitoring

Survival Surgery - Thoracic
Thoracic approach (open) via intercostal incision
Thoracic approach (open) via sternotomy
Cardiac surgery/manipulation (open approach)
Cardiac surgery/manipulation (closed approach; *e.g.* cardiac catheterization)
Pulmonary surgery/manipulation
Post-surgical or procedural monitoring (cardiac surgery / manipulation)
Post-surgical or procedural monitoring (pulmonary surgery / manipulation)

Survival Surgery - Ocular
Corneal surgery/manipulation
Intraocular surgery/manipulation

Survival Surgery - Orthopedic
Orthopedic surgery/manipulation
Post-surgical or procedural monitoring

Survival Surgery - Oral
Tooth extraction
Post-surgical or procedural monitoring and care

Survival Surgery - Cutaneous
Skin wound
Subcutaneous implantation (surgical)
Post-surgical or procedural monitoring and care

Survival Surgery - General
Surgical site/field preparation
Post-surgical or procedural monitoring and care

Survival Surgery – Other
Subcutaneous implant
Peripheral vascular cannulation
Central vascular cannulation
Intratracheal instillation – tracheostomy
Nasal or sinus surgery/manipulation
Post-operative monitoring and care

Special Health Monitoring
Diabetes mellitus
Infectious disease
Irradiation
Neoplasia – internal/metastasis
Neoplasia – subcutaneous
Peripheral nervous dysfunction
Central nervous dysfunction
Respiratory dysfunction
Vaccine / adjuvant use

Euthanasia
CO_2 and confirmation of death
Cervical dislocation (without sedation or anesthesia)
Decapitation (without sedation or anesthesia)
Anesthetic overdose and confirmation of death
Anesthesia / chemical use (*e.g.*, KCl)
Anesthesia / exsanguination
Anesthesia / vital organ removal