TRAINING & CONTINUING EDUCATION FOR
ANIMAL RESEARCHERS & CARE STAFF

PERFORMANCE STANDARD: All animal users (protocol members and animal care personnel) and IACUC members are satisfactorily trained to accomplish the required approved tasks and are participating in on-going continuing education to meet regulatory and oversight obligations, as defined in this policy.

REGULATORY BACKGROUND/PURPOSE:
- U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training
- Guide for the Care and Use of Laboratory Animals.

DEFINITIONS:
1. Animal User - personnel involved with animal care, treatment, and use.
   a. Research Personnel: Animal users as it relates to animal research, teaching, and/or testing.
      i. Protocol Member – listed on an IACUC protocol. Not role specific.
      1. Animal Handler (protocol) – Will have animal contact. For nonhuman primates this includes any protocol member that will share air space with the nonhuman primate (e.g., in the same room).
      2. Non-Animal Handler (protocol) – Will not have animal contact.
         NOTE: Protocol PI’s or sponsors may elect to not have an animal handler role. Other protocol members should have an animal handler role, otherwise they do not need to be listed on the protocol.
   b. Animal Care Personnel: Animal users as it relates to animal husbandry, daily care, and oversight.
2. IACUC Member – Indivuduals officially appointed by the CEO/IO to the Duke Institution Animal Care and Use Committee as a primary or alternate member.

POLICY:
1. Research Personnel have to document training/experience to handle animals and to undergo training and monitoring as described below:
   a. Submit Section G (Personnel Qualifications Form) describing past education, skills, experience, and training in regards to the specific activities they will be performing under the protocol.
   b. Complete the Duke required on-line Program & Safety Training and Medical Surveillance as outlined in Appendix A. The defined training/activity is required prior to IACUC approval (new protocols, amendments to add protocol personnel, and/or annual progress reports).
   c. Undergo Facility Orientation for research personnel that use DLAR managed space.
   d. Undergo Post-approval monitoring (PAM) as formally outlined in the policy “Compliance Liaison” and other methods of post-approval monitoring to ensure adequate training/experience in procedures being performed (Annual Progress Reports, laboratory inspections, OAWA/DLAR/DLC observation, IACUC mandated re-evaluations, external regulatory inspections, etc.).
e. Other available training and instruction (visit the DLAR or Animal Program website for more information and contacts)
   i. Review of commercially available video tapes, slides, or other multimedia material regarding basic biology, animal husbandry, animals handling and research techniques pertaining to the species they propose to use.
   ii. Hands-on training (e.g., euthanasia training, surgical skills training) provided by trained personnel (e.g., the DLAR training coordinator, DLAR/DLC veterinary staff, Principal Investigator, other experienced staff).
   iii. Specific training as requested.

f. Continuing Training:
   i. Required continuing training includes.
      2. Periodic re-training on core modules (see Appendix A).
   ii. Voluntary opportunities that include:
      1. Brown Bag Seminars
      2. On-line module training (e.g., AAALAS Learning Library, CITI, OESO <animal related modules>).
      3. CE seminars given by DLAR or the Duke Lemur Center.
      4. IACUC- or animal use-related regional or national conferences.
      5. Scientific journal articles of particular interest to reduce animal use, improve animal welfare, or refine procedures (c.f., animal program website).
      6. RAC attendance at IACUC Programmatic Meetings.
      7. AAALAS certification CE modules (e.g., learning library, classes, meetings).
      9. DLAR and/or OAWA training, on request.

2. Animal Care Personnel: The Department of Laboratory Animal Resources and the Duke Lemur Center have dedicated training staff to ensure animal care personnel are adequately educated, trained, and/or qualified to perform their duties, as described in their animal care SOP’s. All training available to research personnel is also available to animal care personnel.

3. IACUC Members
   a. New Member requirement (prior to participation in IACUC activities).
      i. Submit resume or CV to be reviewed by OAWA to assess current experience and assign appropriate regulatory IACUC member role.
      ii. Complete the AAALAS Learning Library modules “Duke University IACUC New Member Training”.
      iii. When applicable, review and complete “Agreement of the Duke IACUC Concerning DMR Review Post-IACUC Meeting”.
      iv. Complete the “Animal Program Database/Protocol Access Confidentiality Agreement” (review of the Expectations of a Duke IACUC Member during orientation also meets this requirement).
      v. Undergo orientation with OAWA and/or IACUC leadership.
   b. New Member training (after completion of items above)
      i. Attend an IACUC Full Committee Meeting as a non-voting member.
      ii. Have a follow-up meeting with OAWA and/or IACUC leadership.
   c. Continuing Education (CE) includes:
      i. Review of CE items provided on the monthly IACUC disc and via email.
      ii. Regulatory updates and training topics provided during Full IACUC and/or Semiannual Programmatic Meetings.
      iii. All training for research personnel is also available to IACUC members.
Appendix A: Required Duke Training for Research Personnel

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Requirement</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Animal Handlers Part 1, Regulations Impacting Animal Care and Use (AH101)</td>
<td>All protocol members. UNLESS it is SOLELY a field study/research protocol (see below).</td>
<td>One time requirement</td>
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<tr>
<td>reviews regulations, ethics, alternatives, IACUC functions, pain and distress, surgery, euthanasia</td>
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<tr>
<td>Animal Handlers Part 2, Veterinary Care (AH102)</td>
<td>All protocol members. UNLESS it is SOLELY a field study/research protocol (see below).</td>
<td>One time requirement</td>
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<td>reviews adequate veterinary care.</td>
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<tr>
<td>Animal Handlers for Field Studies (AH107), reviews field studies/field research, which contains information on rules, regulations, and veterinary care in the field, can be taken in lieu of AH I and AH II.</td>
<td>Replaces AH1 and AH3 for field researchers.</td>
<td>One time requirement</td>
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<tr>
<td>Animal Handlers Part 3 Annual Refresher Training (AH104), reviews focus topics identified from the subsequent year. Changes on an annual bases.</td>
<td>All protocol members.</td>
<td>Annual Requirement</td>
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<tr>
<td>Controlled Substance Use: Animal Research (AH105)</td>
<td>All protocol members on protocols that indicates controlled substance use.</td>
<td>Every 3 years</td>
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<tr>
<td>CO2 Euthanasia of Rodents (AH106)</td>
<td>All protocol members on protocols that indicates CO2 euthanasia of rodents.</td>
<td>Every 3 years</td>
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<tr>
<td>Hazard Awareness for Animal Facilities (BS225)</td>
<td>All animal handlers indicated on a protocol. UNLESS it is SOLELY a field study/research protocol.</td>
<td>Every 3 years</td>
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<tr>
<td>Working Safely with Nonhuman Primates (DL110)</td>
<td>All protocol members on protocols that indicates non-human primate/lemur use.</td>
<td>Every 3 years</td>
</tr>
<tr>
<td>Prevention and Control of TB in Nonhuman Primates (BS251)</td>
<td>All protocol members on protocols that indicates non-human primate/lemur use.</td>
<td>Every 3 years</td>
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<tr>
<td>Animal Handler Health Review (AHHR)</td>
<td>All animal handlers on protocols.</td>
<td>Annual Requirement</td>
</tr>
<tr>
<td>PPD Annual or Questionnaire (TB testing)</td>
<td>All animal handlers on protocols that indicates non-human primate/lemur use.</td>
<td>Annual Requirement</td>
</tr>
<tr>
<td>Measles Immunity Documentation</td>
<td>All animal handlers on protocols that indicates non-human primate/lemur use.</td>
<td>One time requirement</td>
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* Protocol members must take either AH101 and AH102 OR AH107, in some cases they may be assigned to all 3