A. Purpose

To provide guidance for the roles, responsibilities and training of all personnel listed on IACUC approved protocols.

B. Policy

1. Approval of personnel

IACUC requires the following for approval of all personnel. This can also be found on the IACUC Training webpage.

a. The following information must be submitted for the IACUC review process to proceed.
   i. Definition of the role of each person: procedures they will perform on the protocol
   ii. Description of the training of each person with respect to the procedures: how were they or how will they be trained in the procedures they will perform

b. The following trainings are mandatory:
   i. Occupational Health Training - Animal (OHT-A) for the species associated with the protocols that the personnel will be working under.
   ii. Principles of Animal Care and Use (PAC) training
   iii. As applicable to the role, the following training may also be required:
      1. Aseptic Surgical Technique training for personnel performing survival surgery.
         a. Aseptic Surgical Technique training (AST-O) must be complete prior to approval for personnel performing survival surgery.
2. Board-certified surgeons working within their specialty may request an exemption. To request an exemption, email or.ocv.alert@wsu.edu or iacuc@wsu.edu.

b. Aseptic Surgical Technique Hands-on training (AST-H) must be complete prior to performing surgery. On a case-by-case basis, a DVM, LVT, MD, and RN may request an exemption. To request an exemption, email or.ocv.alert@wsu.edu. Please visit the OCV Hands-on Workshop Training page to view the schedule and contact information.

2. Satellite Animal Housing Location Training (SAHLT) must be complete prior to approval for personnel responsible for animal care in Satellite Animal Housing Locations.

c. All personnel listed on the protocol are approved to work in their designated roles when the protocol is approved and when they have received the appropriate training. The Principal Investigator (PI) will receive a notification of approval from the Animal Welfare Program Office. Any changes to the personnel after this approval must be processed in the manner described below in section 3.

d. Individuals must not participate in live animal research until the approval notification has been received.

e. Students enrolled in IACUC approved instructional animal use are exempt from these requirements. Please refer to section 6 for additional details.

2. Personnel Qualifications:

a. It is the responsibility of the principal investigator to ensure that all personnel, research technicians, animal technicians and other personnel involved in animal care, treatment, and use are qualified to perform their duties. This responsibility, in part, is fulfilled through the provision of training and instruction to those personnel.

b. The mandated IACUC training described in sections B.1.c-e covers most of the material listed below. Species, facility or project specific training relevant to the defined role of
individual personnel (refer to section B.1 a-b) is provided by OCV, facility management, departments or individual investigators. Documentation of online IACUC and OCV training is done automatically. Documentation of any additional training is the responsibility of the PI but may be designated to laboratory or facility management.

c. The training and instruction shall be made available in the following areas:
   i. Humane methods of animal care, use, and disposition
   ii. The basic needs of each species in use
   iii. Proper handling and care for the various species used
   iv. Aseptic surgical methods and procedures
   v. Methods to reduce pain and distress including the proper use of anesthesia and analgesia for the species of animals used.
   vi. Methods to report adverse events or animal welfare concern
   vii. Husbandry and requirements of maintaining a satellite or investigator-managed animal housing area
   viii. The Principles of Animal Care and Use which includes-
         a) Appropriate methods of animal care and use
         b) Alternatives to the use of live animals in research
         c) Prevention of unintended and unnecessary duplication of research involving animals
         d) Awareness of Animal Welfare Act and Public Health Service policy

The IACUC will review the qualifications and training of the personnel added to protocols.

3. **Amendments to modify personnel**
   a. **Change in Principal Investigator:** A change in the Principal Investigator (PI) of an IACUC approved protocol is a considered a significant amendment requiring the regular IACUC approval process.
      i. Ascertain the eligibility of individuals to become a PI as provided in IACUC Policy #22 on Principal Investigators.
ii. Submit the information listed in section 1 a-e to process approvals. Upon approval, the PI will receive a notification from the Animal Welfare Program Office.

b. **Addition of Co-Investigator and Other Personnel:** An addition of Co-Investigator or staff is not considered a significant change so can be processed via administrative amendment as outlined in IACUC Policy # 24.
   i. Submit the information listed in section 1 a-e to process approvals.
   ii. The personnel change can be made administratively. However if the Animal Welfare Program staff have questions or concerns about any personnel addition request, they have the option of referring the modification request for IACUC review.
   iii. Upon approval, the PI will receive a notification from Animal Welfare Program staff.

c. **Removal of Personnel:** Removal of personnel is an administrative change by the Animal Welfare Program staff. The PI sends a request to the Animal Welfare Program to remove personnel as needed.

4. **Addition of Temporary Personnel:**

Some investigators may wish to involve students, teaching assistants, time-slip employees, volunteers, visiting scientists, and other temporary personnel in animal related activities of their IACUC approved protocols.

a. All personnel with direct contact with live animals must be included on the protocol for IACUC review. Please refer to section 3b. on Addition of Co-Investigators and Other Personnel.

b. It is the PI’s responsibility to ensure that all the necessary safety training, approvals and University or departmental forms have been duly completed to allow temporary personnel to participate.
   i. For volunteers including minors, refer to the [BPPM for Volunteers](#).
   ii. For more information regarding minors, refer to the [BPPM for Children in the Workplace](#).
iii. Upon approval, the PI will receive a notification from Animal Welfare Program staff. Individuals must not participate in live animal activities until the approval letter has been received.

5. Addition of Non-WSU Personnel:
Some principal investigators may wish to add personnel who are not affiliated with WSU in animal related activities. Per IACUC Policy #22, non-WSU personnel cannot be made PIs on WSU protocols. The request to add non-WSU personnel will be processed via administrative amendment as outlined in IACUC Policy #24 and sections 3 & 4 above. Addition of such personnel requires the following details to be presented in the appropriate form for IACUC review:

   a. The names of each individual who will participate
   b. The details of their experience, expertise and their role on the protocol
   c. Documentation of completion of the WSU’s PAC or providing evidence of an equivalent training at their host institution
   d. Documentation of the registration of each person in the WSU OHT-A or providing evidence of an equivalent training at their host institution
   e. If the surgery role is selected, completion of WSU’s AST online training is required. The AST hands-on course must be completed prior to performing surgery.
   f. If the husbandry role is selected for the personnel at a Satellite Animal Housing Location, completion of WSU’s SAHLT online training is required.
   g. Upon approval, the PI will receive a notification from Animal Welfare Program staff. Individuals must not participate in live animal research until the approval notification has been received.

6. Personnel associated with Instructional Animal Use (students and student teaching assistants)
   a. Personnel involved in a supervisory role including student teaching assistants must be added to the protocol as described in section 3b.
b. Students enrolled in courses involving instructional animal use do not have to be added to the IACUC protocol provided the following conditions are met
   i. The instructional animal use is approved on a current IACUC protocol
   ii. Course specific safety and procedure training is provided by approved personnel prior to initiation of animal procedures.

c. Additional information on instructional animal use is available on Policy #17.

7. Individualized training plans
   a. The IACUC may grant an exception to specific requirements listed above on a case-by-case basis.
   b. Request for exception to a specific requirement must be submitted to the IACUC for review and approval prior to the activity. The request must include details of the animal-participant interaction and the training/safety orientation provided to the participants.
   c. Examples of situations which could be eligible for an individualized training plan are as follows.
      i. Community-based animal experiences. Participants are directly engaged in instructional animal use but are not WSU students enrolled in a course
      ii. Temporary volunteer activities at animal facilities that involve minimal direct animal contact and are under continuous direct supervision by approved personnel