

## **I. Introduction**

The Animal Welfare Act and implementing regulations (“AWA”), 8th Edition of the *“Guide for the Care and Use of Laboratory Animals”*, and the Public Health Service Policy on Humane Care and Use of Laboratory Animals (“PHS Policy”) require each institution conducting research with animals to have a training program and a system for documenting such training for personnel working with animals. Each Institution is responsible for training its staff to meet the performance requirements cited in the PHS Policy. At a minimum, institutions must ensure that individuals who use or provide care for animals are trained and qualified in the appropriate, species-specific housing methods, husbandry procedures, and handling techniques. Additionally, the institution must ensure that research staff members performing experimental manipulation, including anesthesia and surgery, are qualified through training or experience to accomplish such procedures humanely and in a scientifically acceptable fashion. Finally, the institution must provide training or instruction in research and testing methods that minimize the number of animals required to obtain valid results and minimize animal distress.

In response to these requirements, the TCU Institutional Animal Care and Use Committee (“IACUC”) has adopted the training requirements set forth in this policy for all animal research personnel.

Training will be administered through the Collaborative Institutional Training Initiative (CITI Program). The CITI Program is a well-respected, web-based training that was designed by, and is updated and maintained by, a number of nationally known research professionals. It is designed around topic-specific modules, each followed by a short quiz. The core courses will take approximately 2-3 hours to complete, while each specialized species or model specific course will take approximately 45-60 minutes to complete. The courses do not have to be completed in one sitting.

## **II. Definitions**

All terms used in this policy, but not otherwise defined, have the same meaning given to them in the AWA and PHS Policy.

Research. Any systematic investigation designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research regardless of the term used to refer to the activity.

## **III. Applicability**

This policy apply to all individuals working with animals in teaching or research at TCU, and all other individuals subject to the TCU IACUC oversight.

**IV. Policy Requirements**

All researchers and staff working with animals in teaching or research, students using animals in research, and all other individuals subject to the TCU IACUC oversight must complete the appropriate training as identified in the table below, before any animal use, handling, or other interaction may begin.

New protocols will need to have the CITI certificates attached for # 2 and 3, and when applicable, #4-8, before they will be reviewed by the TCU IACUC. Researchers working in the vivarium will need to complete #1 before they can work in the vivarium (this is not required for protocol submission). The last item #9 is only for people on the IACUC.

<b>Training</b>	<b>Who?</b>	<b>Certification</b>
1. Vivarium Training	Everyone working in vivarium	Certification not required for protocol submission, but required to work in vivarium
2. CITI – Working with the IACUC	All animal researchers (PIs and students) for lab or field projects	Certification required for protocol submission
3. CITI – Minimizing Pain and Distress in mice and rats	All animal researchers (PIs and students) for lab or field projects that include mice and/or rats	Certification required for protocol submission
4. CITI – Working with Animals in Biomedical Research	Only animal researchers working in vivarium on projects that would be considered biomedical	Certification required for protocol submission
5. CITI - Aseptic Surgery, Working with Rats in Research (only for rats), Working with Mice in Research (only for mice)	Only animal researchers working in vivarium on projects that require invasive procedures	Certification(s) required for protocol submission
6. CITI - Working with Fish	Only animal researchers working with captive fish	Certification required for protocol submission
7. CITI – Working with Reptiles	Only animal researchers working with captive and wild reptiles	Certification required for protocol submission
8. CITI – Wildlife Research	Only animal researchers working with vertebrates in the field	Certification required for protocol submission
9. CITI - IACUC Refresher Course	Only IACUC committee members	Must complete every four years

**V. Enforcement**

Failure to comply with this Policy could result in disciplinary action, including termination of employment.

**VI. Questions/Reports**

If you have any questions about this Policy or would like to report a potential violation, please contact the IACUC at [iacuc@tcu.edu](mailto:iacuc@tcu.edu) or the Research Integrity Officer at [l.branson@tcu.edu](mailto:l.branson@tcu.edu). Reports regarding violations of this Policy may be submitted anonymously by using the independent Ethics and Compliance Hotline at 1-877-888-0002.

**VII. Policy Sponsor**

Associate Provost for Research

**VIII. Related Policies and Procedures**

Code of Conduct  
 Research Misconduct Policy and Procedures  
 TCU IACUC Policies and Procedures Manual

**IX. History**

Effective Date: November 11, 2018  
 Last Revised Date: December 3, 2018

<b>Date</b>	<b>Description of Change</b>	<b>Page Number</b>	<b>Revision by</b>	<b>Reason for change</b>
12/3/2018	Updated number 3 in training requirements chart under section IV to clarify that the Minimizing Pain and distress training is specific to mice and rats	2	Lorrie Branson	Administrative