

<b>Research Office</b>  IACUC	<b>Record Keeping:</b> <b>PI-Provided Training</b>	IACUC Approved: Aug. 2014 Page 1 of 1
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## Documentation of PI-Provided ACUP Training -- Policy

The mandate for well-trained ACUP participants and accompanying documentation comes from multiple sources:

- Principle VIII of the U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training states, *“Investigators and other personnel shall be appropriately qualified and experienced for conducting procedures on living animals.”*
- The Animal Welfare Act (9 CFR Ch1, Part 2, subpart C, 2.32) states, *“It shall be the responsibility of the research facility to ensure that all scientists, research technicians, animal technicians, and other personnel involved in animal care, treatment, and use are qualified to perform their duties. This responsibility shall be fulfilled in part through the provision of training and instruction to those personnel.”*
- The Guide for the Care and Use of Laboratory Animals (2011) states, *“All Program personnel training should be documented.”*

The Principal Investigator (PI) or other well-qualified staff most often provides training for ACUP-specific procedures and associated environmental and safety procedures. This training must be recorded to identify the trainer, trainee(s), techniques, and dates. Technique and procedure descriptions should contain adequate detail so others reading the records will understand what was taught during the session. The records should contain appropriate notations when an individual is determined to be technically proficient and able to work independently. Similarly, the records should indicate when a participant is considered qualified to train others in particular techniques.

These records must be available upon request for review by the IACUC, veterinary staff, or oversight agency representative.