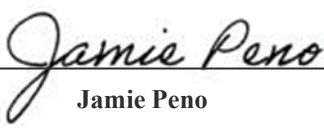


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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------|
|  <div style="display: inline-block; vertical-align: middle;"> <b>DIVISION OF<br/>RESEARCH &amp; INNOVATION</b><br/> <small>Research Integrity<br/>&amp; Compliance</small> </div>                                                                                                                                                                                                           |                                                              | <b>Institutional Animal Care and Use<br/>Committee</b><br><br><b>Standard Operating Procedures</b> |                    |
| <b>Title: Personnel Training Requirements for Research Staff and Principal<br/>Investigators</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                              |                                                                                                    |                    |
| <b>Effective Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | December 22,2020                                             | <b>Document Number:</b>                                                                            | IACUC-SOP-01-04.01 |
| <b>Approval/Date:</b><br><br><div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <br/>             _____<br/> <b>Jamie Peno</b><br/>             Director, Research Integrity and Compliance           </div> <div style="text-align: center;">             12/22/2020<br/>             _____<br/> <b>Date</b> </div> </div> |                                                              |                                                                                                    |                    |
| <b>REVISION HISTORY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                              |                                                                                                    |                    |
| <b>Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Description</b>                                           | <b>Author</b>                                                                                      |                    |
| 03-August-2026                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Added training plans and survival surgery course information | J. Kissling                                                                                        |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                              |                                                                                                    |                    |

## PURPOSE

This Standard Operating Procedure (SOP) is to outline how the regulations mandate that those working with animals in research be qualified and trained appropriately to understand and follow all guidelines and principles for the humane care and use of research animals.

## SCOPE

It is the responsibility of the Principal Investigator to assure that they and their protocol personnel have received all appropriate training prior to working with animals and animal tissues to ensure the safety of the animals, staff, and general public.

IACUC staff will assure that personnel listed on a protocol have completed the IACUC required trainings and will assist Investigators in facilitating needed trainings.

All research staff and investigators participating must be listed on a protocol. Protocols should be kept current and personnel should be added and removed from protocols via an Animal Use Protocol Amendment Form.

## DEFINITIONS AND ABBREVIATIONS

UNT - University of North Texas, Denton

IACUC - Institutional Animal Care and Use Committee

## **PROCEDURES**

### **I. Training Requirements**

- A.** Before personnel can be involved with research animals at UNT they must complete the applicable CITI training courses and associated modules.
  - 1. Register at [www.citiprogram.org](http://www.citiprogram.org) and select the University of North Texas (Denton, TX) as your institutional affiliation.
  - 2. All PIs and protocol personnel must complete the “Working with the IACUC- Investigators, Staff, and Students” course and its associated modules:
    - a) Working with the IACUC: Introduction
    - b) About the IACUC
    - c) Federal Laws, Policies, and Guidelines
    - d) Planning Research and Completing the Protocol Form
    - e) Procedures: Surgery, Antibody Production, and Blood Collection
    - f) Personnel and Their Welfare
    - g) Special Animal Welfare Considerations
    - h) Making Changes to an Approved Animal Use Protocol
    - i) Reporting Animal Use Concerns
  - 3. All PIs and protocol personnel must complete the courses and associated modules that are specific to the species that they will be working with.
    - a)
    - b) The IACUC may request copies of personnel training plans from PIs working with species for which there is not a specific CITI course.
  - 4. PIs and personnel listed on protocols involving survival surgery performed on mice or rats must complete the “Aseptic Surgery” and “Reducing Pain and Distress in Laboratory Mice and Rats” courses.
  - 5. The appropriate CITI training must be completed every three to five years (depending on the course) to participate in animal work at UNT
- B.** PIs are responsible for ensuring staff are trained in the appropriate hands-on and procedural techniques such as surgical and aseptic training, euthanasia, sample collecting, animal handling, animal safety training, biosafety, lab safety, etc. Specialized trainings should be coordinated through the UNT Veterinary staff and/ or Risk Management Services as applicable and documentation must be retained and readily available.

## **REFERENCES**

- 1. The Guide for the Care and Use of Laboratory Animals
- 2. Institutional Animal Care and Use Committee Guidebook
- 3. Animal Welfare Act
- 4. PHS Policy on Humane Care and Use of Laboratory Animals
- 5. AVMA Guidelines for Euthanasia
- 6. UNT IACUC Policies and Procedures

## **APPENDICES**

IACUC Standard Operating Procedures

CITI Training Web Portal [www.citiprogram.org](http://www.citiprogram.org)