

**Clemson University**  
**Institutional Animal Care and Use Committee (IACUC)**

**Policy Number: 2.2**

**Policy Title: Training Requirements**

**Section 1: Purpose**

The following policy was developed to provide clarification on training requirements for personnel and students involved in vertebrate animal teaching, research, demonstration, and production activities.

**Section 2: Scope**

This policy applies to all personnel and students performing any activity with vertebrate animals that requires an Animal Use Protocol. Refer to policy 2.1 for guidance on which activities require an AUP.

**Section 3: Policy**

All individuals involved in any capacity with vertebrate animals at any Clemson University facility are required to complete training in the humane care and treatment of animals as deemed appropriate by the IACUC. To meet these training needs, web based, interactive training modules have been developed in CITIProgram.org for Clemson University faculty, staff, and students.

All training requirements must be complete for all personnel prior to the approval of an animal use protocol or amendment to an approved protocol.

Additional didactic and/or hands-on training may be required based on an individual's role in animal activities.

**I. Principal Investigators and Protocol Personnel**

All principal investigators and research personnel are required to complete the following training requirements prior to the approval of an animal use protocol or an amendment to an approved protocol. The Office of Research Compliance will verify completion and approval will not be issued until documentation of training is on file for every person listed on a protocol. Exceptions to these requirements or the use of alternate training materials may be granted by the IACUC on a case by case basis.

**a. Basic Course for Research Investigators, Students and Animal Care Staff**

The "Basic Course" is an introduction to regulations, animal welfare, working with the IACUC, and other topics required for personnel interacting with animals. This course is administered through [www.CITIProgram.org](http://www.CITIProgram.org). Personnel are required to retake this course every 5 years.

**b. General Zoonotic Training**

The “General Zoonotic Course” is an introduction to diseases that are transmissible between animals and people. This course is administered through [www.CITIProgram.org](http://www.CITIProgram.org). Personnel are required to retake this course every 5 years.

**c. Enrollment in the Clemson University Medical Surveillance Program (MSP)**

The CU MSP is administered by University occupational health nursing staff.

More information about the program can be found here:

<https://www.clemson.edu/cbshs/centers-institutes/sullivan/patients/services/medical-surveillance.html>.

Reenrollment in MSP is required every 5 years.

**II. Students Enrolled in a Class Requiring an Animal Use Protocol**

Student enrolled in a class requiring an Animal Use Protocol are not required to be formally added to the class protocol. Class instructors are required to be listed as personnel on the protocol. However, all instructors and students are required to complete the training requirements listed above (a through c). Training will be confirmed for all personnel listed on a protocol by the Office of Research Compliance. The principal investigator of the class protocol must confirm the completion of the above requirements for all students and maintain those records for all currently enrolled students. Those records must be made available upon request by the IACUC.

**III. Non-Clemson Personnel**

Non-Clemson personnel are required to complete the “Basic Course,” provide proof of zoonotic training or complete the “General Zoonotic Course,” and sign a Non-Clemson Personnel form in the place of MSP enrollment. In cases where Non-Clemson personnel will be performing complex tasks, a CV or resume must be provided to the IACUC for review. Refer to policy 2.3 for additional information regarding Non-Clemson personnel.

If a class instructor, research supervisor, or facility manager would like additional training regarding animal care and use or medical surveillance, he/she may contact the Office of Research Compliance to facilitate scheduling.

**Personnel Working with Tissues and Carcasses**

All individuals that may come into contact with non-preserved vertebrate animal tissues must enroll in the Medical Surveillance Program and complete the “General Zoonotic Course.”