

**16.0 Personnel**

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**EMPLOYEES**

Each research facility must have a sufficient number of trained employees to provide the husbandry and care required for the animals. [3.12, 3.32, 3.57, 3.85, 3.108, 3.132]

**Criteria**

Factors for evaluating the appropriateness of the number of employees include, but are not limited to:

- maintenance requirements of the animals
- construction and design of animal facilities  
Example: All wood facilities require frequent maintenance.
- routine condition of the animal facilities  
Example: If always in compliance, there may be enough employees. If always out of compliance in areas related to husbandry/care, there may not be enough employees.
- an employee's area of responsibility  
Example: An employee is responsible for the care of both regulated and non-regulated animals and the care of the non-regulated animals takes most of his/her time, so the care of the regulated animals is adversely affected.

Factors in determining an adequately trained employee include, but are not limited to:

- background and experience
- demonstration of proper handling of the animal
- facility-provided training
- formal training, i.e., apprenticeships/certification
- training by the attending veterinarian

Indicators of inadequately trained employees include, but are not limited to:

- high incidence of injury to:
  - personnel
  - animals
- inadequate cleanliness of facility

Employees must be supervised by an individual who has a background in animal husbandry or care.

**Species Specific**

**Marine Mammals**

A sufficient number of employees and attendants working with marine mammals must be utilized to maintain the level of husbandry required by the regulations and standards. [3.108(a)]

These employees/attendants must be: [3.108(a)]

- be adequately trained
- be responsible to management
- work in concert with the attending veterinarian
- be under the supervision of a caretaker with demonstrable experience in marine mammal husbandry and care

The research facility must: [3.108(b)]

- provide a training course for employees/attendants
- document participation in the training course
- document successful completion of the training course

The training course must include, but is not limited to:  
[3.108(b)]

- species appropriate husbandry techniques
- animal handling techniques
- information on proper reporting procedures, such as:
  - ▶ recordkeeping
  - ▶ notification of the veterinary staff for medical concerns

Training of marine mammals must be done by or under the direct supervision of experienced trainers. [3.108(c)]

Trainers and handlers must meet professionally recognized standards for experience and training. [3.108(d)]

<b>QUALIFICATIONS</b>	The research facility is responsible for ensuring that <b>all</b> personnel are qualified to perform their duties in the care, treatment, or use of animals. [2.32, Policy 15]
<b>Criteria</b>	<p>The research facility must:</p> <ul style="list-style-type: none"><li>• provide adequate training and instruction</li><li>• review personnel qualifications as often as necessary to ensure the proper performance of duties</li></ul> <p><b>Personnel</b> who must be qualified and trained in the proper care, treatment and use of animals include, but are not limited to:</p> <ul style="list-style-type: none"><li>• animal caretakers</li><li>• veterinary assistants</li><li>• principal investigators</li><li>• laboratory technicians/assistants</li></ul> <p>The training and instruction of personnel must include, but is not limited to:</p> <ul style="list-style-type: none"><li>• humane methods of animal maintenance and experimentation, including:<ul style="list-style-type: none"><li>▶ basic needs of each species of animals used by the research facility</li><li>▶ proper handling and care of the various species</li><li>▶ proper pre-procedural and post-procedural care</li><li>▶ aseptic surgical methods and procedures</li></ul></li><li>• the concept, availability, and use of research or teaching methods that:<ul style="list-style-type: none"><li>▶ limit the use of animals, or</li><li>▶ minimize animal distress</li></ul></li><li>• proper use of anesthetics, analgesics, and tranquilizers</li><li>• methods for reporting deficiencies in animal care and treatment</li></ul> <p><b>NOTE:</b> No facility employee, IACUC member, or laboratory personnel shall be discriminated against or be subject to any reprisal for reporting violations of the regulations or standards of the AWA.</p>

- utilization of services available to provide information:
  - ▶ on appropriate methods of animal care and use
  - ▶ on alternatives to the use of live animals in research
  - ▶ that could prevent unintended and unnecessary duplication of research involving animals
  - ▶ regarding the intent and requirements of the AWA

The research facility must adequately document the qualifications and training of personnel which may include, but not be limited to:

- curriculum vita/résumés
- diplomas or certificates from educational institutions
- sign-up sheets from in-house training programs
- certificates of attendance at formal meetings
- certificates of completion from relevant continuing education programs

**IACUC members** must have the experience and expertise needed to assess the research facility's: [2.31(a), Policy 15]

- animal program
- facilities
- procedures

**Assessing the  
Training Program**

A research facility should have an appropriate training program.

The training program may vary from one research facility to the next depending on:

- the type of research being conducted
- the needs of the facility

When assessing the adequacy of a research facility's training program, you should use:

- the regulation requirements
- observation of the facility's personnel
- your professional judgement

Some questions to ask while assessing the training program include, but are not limited to:

- Is training and instruction available to all personnel involved in animal care, treatment, and use?
- Does the training program include all areas listed in Section 2.32(c) of the regulations?
- Is there adequate documentation of qualifications and training of personnel?
- Has the IACUC been provided sufficient documentation to properly review the qualifications and training of all personnel involved in all proposed or ongoing activities?
- Does the semi-annual program review include personnel qualifications and training?
- Has there been input and oversight by the attending veterinarian toward an effective training program?
- Are procedures being adequately monitored to insure the competency of new or inexperienced personnel?
- How does the facility assess training needs of personnel on an ongoing basis?
- Is there a training program for the IACUC members, especially the non-affiliated member?
- Are there written guidelines and training for animal pain or distress assessment that is relevant to the research work at the facility?
- Are investigators adequately trained on how to conduct and document a search for alternatives to painful or distressful procedures?
- Have protocols been developed for animals being used for training technicians or investigators?

