**Personnel-Specific Training Record**

**Laboratory-Specific Training**

Name (personnel being trained):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| A brief description or list of subjects covered | Date of training | Name of person(s) conducting training | Initials/Signature of Trainer Confirming Proficiency |
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The PI is responsible to ensure that all protocol personnel are trained and proficient with animal care and use procedures described in the protocol. The PI or experienced staff member will train protocol-specific procedures and techniques directly related to the scientific study. This documentation would include, but not be limited to, the following:

* Protocol Specific Procedures & Techniques – Any protocol specific procedures or techniques, such as surgical procedures, behavioral procedures, perfusion techniques, and procedures or techniques not covered by hands-on wet lab training provided by DCM.
* Hazardous Agent & Equipment Use – Review of any laboratory specific safety concerns.
* Special Provisions for Animal Care and Husbandry – Knowledge of procedures necessary for animal care and husbandry for investigator maintained animals or special husbandry requirements performed by protocol personnel within the animal facility (e.g., provision of special diet, medicated water)..
* Record keeping & Monitoring (Intra/Post-Procedure) – How to maintain the necessary records and the monitoring procedures detailed in the IACUC protocol.
* Reporting Animal Welfare Concerns – Information on how to report and to whom to report animal welfare concerns and emergencies.

**Summary of Training Frequency Requirements**

Requirements are for all protocol personnel except where indicated\*. All other training is documented through other mechanisms within specific electronic systems, DCM hands-on wet lab documentation, with Student-Employee Health Service (S/EHS), or with Environmental Health and Safety (EHS).

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| Annual Requirements | Triennial (every 3 years) Requirements | One-Time Requirement with Refresher Training As Needed |
| Occupational Health and Safety Assessment | CITI – Basic IACUC Module Course   * Group 1: Researchers (faculty and lab staff) or * Group 6: Students working with animals | Animal Facility Orientation  *\*all personnel handling animals* |
| [Laboratory Safety Training](http://www.ercweb.com/SUNY/lab_safety_training/) | CITI – Species Specific Course | Hands-on Wet Lab Training   * For each species being used * Subsequent session required when new procedures are added   *\*all personnel handling animals* |
|  | CITI – Aseptic Surgery Module  *\*PI (regardless of role) and all personnel performing surgery* | **PI Laboratory-Specific Training Items** |