Subject: Supervised Student or Visitor Training Policy

BACKGROUND

The *Guide for the Care and Use of Laboratory Animals* (the *Guide*, NRC 2011) states: “The institution should provide appropriate education and training to members of research teams—including principal investigators, study directors, research technicians, postdoctoral fellows, students, and visiting scientists—to ensure that they have the necessary knowledge and expertise for the specific animal procedures proposed and the species used.” (p. 16)

IACUC Policy

Definition

A student or visitor is a person who works or observes in a laboratory on a temporary basis (no longer than one semester) *and does not work with animals unsupervised*.

Any minor, defined as any person who is under the age of 18, must comply with the Minors in Research Laboratories and Animal Facilities Policy while in a research lab or animal facility.

Individuals not included on the IACUC protocol as Research Personnel who are attending workshops (e.g. company sales representatives, trainees) are exempt from this policy. However, if radiation generating machines are used during the workshop, WSU Radiation Safety has specific requirements that must be met. Please see the WSU OEHS website for details.

Role

A student or visitor may, *under direct supervision*, handle or perform minor procedures on animals. A student/visitor will not be allowed to perform survival surgery, even under supervision. A student/visitor does not need to be included on an IACUC protocol as “Research Personnel” or added to the protocol by an amendment; *however, he/she must complete the minimum training/paperwork requirements outlined below prior to handling any animals*. Documentation of the completed requirements for every student/visitor must be kept by the Principal Investigator and made available for Post Approval Monitoring and IACUC Semi-Annual Inspections. Student/visitors may not access any DLAR animal facility unattended. If the student/visitor becomes a permanent member of the laboratory staff or continues to work in the laboratory longer than one semester, he/she must be added to the protocol via an Amendment to Add Personnel immediately.

Training/Paperwork Requirements

It is the responsibility of the Principal Investigator to ensure that the student or visitor completes the following requirements:

- Collaborative Institutional Training Initiative (CITI) Program Modules
  - Working with the IACUC
  - Animal Allergy Exposure Reduction
  - Responsible Conduct of Research
  - Applicable species-specific course(s)
  - Reducing Pain and Distress in Laboratory Mice and Rats (if applicable)
- Office of Environmental Health Safety ANICON (Animal Contact) Questionnaire
- OEHS Lab Safety training (and OEHS safety-specific training, depending on the hazard – biological or radioactive)