



A. PURPOSE

These documents have been created to help the research community keep track of new and existing lab personnel training. They are intended to be used by Principal Investigators, their lab managers, and the IACUC office staff. They should be used in conjunction with each other.

B. SCOPE

PI should maintain training records and make them accessible to IACUC program staff at any time.

C. RESPONSIBILITY

1. The **IACUC Program staff** is responsible for establishing the contents of these training documents and inspections of said documents.
2. The **PI/Lab manager** is responsible for personnel training, record keeping, and updating UABox Excel Training Sheet.

D. PROCEDURE

1. New lab personnel should complete all New Hire requirements, specific to your lab, before being added to the protocol. New personnel will need to complete the minimum IACUC requirements to be added to the protocol. Minimum requirements are listed on each protocol and can be found on the “Participation Requirements” tab
2. Once added, new personnel should receive hands-on and/or lab-specific training by the PI, Lab Manager, or an experienced lab member. All records of training should be kept electronically using the Training Excel document in your specific UABox folder and as hard copies kept in the lab.
 - a. UABox folders will be created by IACUC program staff and shared with PI/ lab manager/ protocol contacts via email. Each PI will have their own training folder and may add or remove personnel as desired.
 - b. All training documentation forms can be found on the IACUC website in the “Training Forms” category: <https://research.arizona.edu/compliance/IACUC/iacuc-awp-forms-signs-labels> .
3. Ideally, personnel will have completed applicable procedures on the Certification of Competency Form and then proceed to the Surgical Training Form (links provided below). The lab specific UABox excel sheet should be updated after the completion of training.
4. **NOTE:** Not all procedures listed on the forms will be on your protocol. Make sure that you are only performing/ training procedures that are already on your approved protocol. If you would like to add a new procedure from the list, refer to IACUC SOP 119 to start an amendment.
5. Available Training Documents:
 - a. **Surgical Training Guidance I-IC-GU-301**
 - i. The steps in this document are provided as a training guide. All surgical procedures completed must follow what is already in your approved protocol.
 - ii. [Link to form](#)



- b. Surgical Training Form: I-IS-FM-037**
 - i. Completion of steps outlined will show competency in specified surgical procedure.
 - ii. [Link to form](#)
- c. Certification of Competency Form: I-IS-FM-038, I-IS-FM-020 (UAC)**
 - i. Procedures outlined are a guide of general techniques used in animal research.
 - ii. [Link to form 038](#)
 - iii. [Link to form 020](#)
- d. BOX Excel Training Sheet: I-IS-FM-039**
 - i. This document is the electronic version for training records. It can be updated with procedures and dates of completion. You can filter by individual, species, procedure, etc. to help you better visualize completed in-lab training.
 - ii. [Link to form](#)

E. REFERENCES, MATERIALS, AND/OR ADDITIONAL INFORMATION

- I-IC-GU-301 Surgery Training and Facilities
- I-IS-FM-020 Certification of Competency (UAC)
- I-IS-FM-037 Surgical Training Documentation
- I-IS-FM-038 Certification of Competency (IACUC)
- I-IS-FM-039 Lab Training Spreadsheet