

**Arizona State University
Institutional Animal Care and Use Committee
STANDARD OPERATIONAL PROCEDURE**

TRAINING AND POST APPROVAL MONITORING

A. Objectives

1. The Training and Post Approval Monitoring (PAM) program's primary objective is to ensure investigators have the knowledge and skills needed to ensure animal welfare, adherence to approved protocols, and production of quality research data. This is achieved by:
 - a. Verifying that all investigators possess the needed knowledge and skills or, if they do not, providing the training to attain the needed level of proficiency.
 - b. Standardizing training documentation of laboratory animal procedures and documenting post-approval monitoring of IACUC approved protocols.
 - c. Ensuring proper documentation of animal surgical procedures.

B. Training Documentation for Principle Investigators (PI)

1. Researchers submitting their first IACUC protocol must provide documentation showing they have competency in the procedures and surgeries listed on their protocol.
2. Documentation may be in the form of a curriculum vitae.
3. Regardless of documentation, for each type of surgery the initial surgery performed at ASU must be monitored by the PAM team.

C. Training Documentation for lab members

1. Lab members need to be trained in every non-surgical and surgical procedure that they will perform.
2. The training may be provided by a highly competent, Level 3 certified lab member or by DACT staff.
3. The Level 3 Training Document must be completed by the person providing the training, indicating that they believe the person who was trained is competent at performing the procedure without supervision.
4. The Level 3 Training Document must be signed by the PI, acknowledging that the training took place and that proficiency is sufficient to allow the person to perform the procedures without supervision.
5. The Level 3 Training Document must be submitted to the IACUC before the trained lab member performs procedures without supervision.

D. Surgical Description Documentation

1. Surgical description documentation is a great way to provide lab members and the PAM team with information about the surgical procedures.
2. It describes the steps of the procedure and provides details on the materials needed to complete the surgical procedures.
3. This document is strongly recommended for complicated surgical procedures and to ensure consistency in labs where numerous individuals perform the surgeries.
4. When used by a lab, surgical description documents need to be submitted to the PAM team prior to the first surgical procedure to allow sufficient time for review.
5. The PAM team will verify the steps of the surgery and the appropriateness of the materials during the PAM evaluation.
6. The medications, anesthesia, and surgical steps described in the surgical description documents must be consistent with the IACUC protocol.

E. Request For Changes to IACUC Protocol

1. Any addition to the IACUC protocol needs to be documented and submitted to the IACUC using the Request for Changes form.
 2. If a surgical procedure is added to the protocol, the PI (or the Additional Contact listed on the protocol) must include Appendix 2: Surgical Procedure with the Request for Changes form.
 3. If blood or tissue collection is added to the protocol, the PI (or the Additional Contact listed on the protocol) must include Appendix 1: Ante-mortem Specimen Collection with the Request for Changes form.
- F. Post Approval Monitoring of Non-Surgical Procedures
1. All higher-level non-surgical procedures (e.g., retro-orbital injection, tail vein injection) performed on campus need to be monitored by the PAM team annually.
 2. If a higher-level non-surgical procedure is not performed annually, the PAM team may require a PAM evaluation when the procedure is next performed.
 3. After a lab member is Level 3 certified for a procedure that is new to them, they may be requested to perform the procedure for a PAM evaluation.
- G. Post Approval Monitoring of Surgical Procedures
1. Each surgical procedure that a lab member performs, whether supervised or not, needs to be monitored by the PAM team annually.
 2. If a surgical procedure is not performed annually, the PAM team will require a PAM evaluation when the surgery is next performed.