Recent Updates to the Personnel Section in ACAP(Section 1.0)
Overview

• Part 1: Changes to Section 1.0 (The Personnel Section)
  ➢ Read this for ACAP updates that took effect in February 2018

• Part 2: Tips for Filling out Section 1.0
  ➢ Helpful hints for filling out the personnel section
Changes to section 1.0

• **Almost** all N/A techniques will be removed from ACAP
  - N/A techniques were techniques that had to be assigned in section 1.0 but did not require training, for example “toe clips” and “cervical dislocation with anesthesia.”
• The IACUC voted that because N/A techniques do not require training, it is not necessary to document who will perform them
• Only 2 N/A techniques will remain
  - Handling and Restraint – NEONATES ONLY
  - Decapitation without anesthesia (NEONATES ONLY)
Changes to section 1.0

- Section 1.0 now has a blank box for a statement where the PI may certify that personnel will be appropriately trained in complex techniques

- The new training statement is intended to replace “other techniques”

- Examples of these statements will be in ACAP

- Your statement should describe one of two scenarios:
  - The person’s experience and training
  - How they will obtain training
New Training Statement

For all complex procedures not described in the surgical sections (5.2 and 5.3) or not included in the Techniques list, please describe the following:

1) How will this person obtain training in those complex procedures/techniques described within this protocol OR
2) Describe the person's previous experience and expertise with the procedures they will perform under this protocol.

Examples of procedures that should be addressed here: Intranasal instillation, identification methods not listed in techniques such as tattoo, injections/inoculations not already listed in techniques or as a surgery, etc. If you have questions about specific procedures, please call us at 919-966-5569 and ask for a member of the Training and Compliance Team.

Example 1: This lab member will be trained by ________, who has performed the techniques for ___ years, and will be supervised by a senior lab member, LAC or PI until they are able to safely and proficiently perform all techniques.

Example 2: Dr. Smith (PI on this protocol) was trained at (former institution) in intrathecal injections and has over 20 years of experience performing this procedure.

NOTE: All personnel listed on this application must complete IACUC and DCM Orientation and be trained and certified in the techniques selected above. Please contact the Office of Animal Care and Use at 919.966.5569 with any questions.
What types of procedures do I include within the training statement?

<table>
<thead>
<tr>
<th>Type of procedure</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any invasive technique not covered under the list of certifiable techniques in ACAP.</td>
<td>Tattoo</td>
</tr>
<tr>
<td>Surgical procedures listed in sections 5.2 or 5.3 are never techniques</td>
<td>Intranasal instillation</td>
</tr>
<tr>
<td></td>
<td>Facial vein injection in neonates</td>
</tr>
<tr>
<td></td>
<td>Mammary fat pad injection</td>
</tr>
<tr>
<td></td>
<td>Intrathecal injections</td>
</tr>
<tr>
<td></td>
<td>Mammary gland injection</td>
</tr>
<tr>
<td></td>
<td>Tumor injections</td>
</tr>
<tr>
<td></td>
<td>Cystocentesis</td>
</tr>
<tr>
<td></td>
<td>Corneal scarification &amp; inoculation</td>
</tr>
<tr>
<td></td>
<td>Intracranial injection (this one was not a surgery)</td>
</tr>
<tr>
<td></td>
<td>Patellar tendon injection</td>
</tr>
<tr>
<td></td>
<td>Jugular blood withdraw and dorsal pedal bleed (guinea pigs)</td>
</tr>
</tbody>
</table>
Key Points to Remember

1. N/A techniques will no longer be listed in ACAP (Except for neonate techniques)
2. Other techniques will no longer be an option
3. A new training statement will take the place of “Other techniques”
   
   ➢ Changes are intended to reduce confusion about assigning and training in N/A techniques
Tips for Filling out the Personnel Section
Why do we have the personnel section?

All personnel involved with the care and use of animals must be adequately educated, trained, and/or qualified in basic principles of laboratory animal science to help ensure high-quality science and animal well-being.

Page 15, Guide for the care and use of Laboratory Animals
What you can gain by learning more...

• Less revision comments
• Less time spent on revisions
• Faster Approval
# How to fill out section 1.0

1. **Assign Roles** – All of the above roles MUST be assigned.
2. **Assign Techniques** – Assign individuals all techniques they will perform on the protocol.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>PID:</td>
<td>Animal Handler</td>
</tr>
<tr>
<td>Dept:</td>
<td>Animal Ordering</td>
</tr>
<tr>
<td>Campus Box:</td>
<td>Emergency Contact</td>
</tr>
<tr>
<td>Phone:</td>
<td>Laboratory Coordinator</td>
</tr>
<tr>
<td>Email:</td>
<td>Official Contact</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technique(s)</th>
<th>Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO2 Flow Meter with Physical Euthanasia</td>
<td>Yes</td>
</tr>
<tr>
<td>Ear Notch</td>
<td>Yes</td>
</tr>
<tr>
<td>Handling and Restraint</td>
<td>Yes</td>
</tr>
<tr>
<td>Intraperitoneal Injection</td>
<td>Yes</td>
</tr>
<tr>
<td>Laboratory Coordinator Lecture</td>
<td>Yes</td>
</tr>
<tr>
<td>Mouse Cage Density Policy Lecture</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Principal Investigator**
Personnel Points to Remember

✓ All Animal Handlers must be assigned “Handling & Restraint”

✓ Mouse Cage Density Lecture: Assign to all individuals involved in breeding mice. At a minimum, must be assigned to at least one person unless a core will be providing this service.

✓ Must have a minimum of one LAC listed on the protocol at all times. Can have more than one for any protocol.

✓ All techniques described within the protocol must be assigned to an Animal Handler in section 1.0 unless a core or collaborator will be providing the service.

✓ If you have listed anesthesia injectables as a technique, be sure to list the injection route described in the protocol for anesthesia (usually IP for rodents, IV or IM for larger species)
Personnel Points to Remember

- If a UNC core facility will be providing services, clearly describe what they will perform in section 1.3.

- If DCM Veterinary Services or a non-UNC collaborator will be providing services, clearly describe what they will perform in section 1.2.
How to Assign Surgery Roles & Techniques

**Step 1:** Assign the role of surgeon or surgical assistant

**Step 2:** Add experience for all Surgeons and Surgical Assistants to section 5.2.8 if non-survival surgery, 5.3.13 if survival surgery

**Step 3:** Assign techniques that surgeons will perform

➢ See the next 2 slides for details on survival vs non-survival surgery and surgeons vs surgical assistants
Survival Surgery techniques

• Survival Surgeons must have:
  1. Aseptic technique
  2. An anesthesia method
  3. A closure method (sutures or wound clips).

  ➢ *IF* using *only* Vetbond/tissue glue, a closure method is not required.
  ➢ *If they are performing all of the above techniques required of a survival surgeon, they should be assigned the role*

• Surgical Assistants must have:
  1. Aseptic technique.

  ➢ *Anesthesia and a closure method is not required but if performing either of these techniques they should be assigned.*
Non-survival Surgery

• Surgeons must have:
  1. The anesthesia method described in the protocol

• Surgical Assistants must have:
  1. Handling & Restraint
Make sure Training is Complete

To check training before you submit your protocol:

1. Click on your protocol from your ACAP homepage. This will take you to the main protocol page which will show if all orientations and training is complete for each individual listed on the protocol.

2. When training and orientations are completed and up to date, they will show up as red check marks as seen in the protocol below.

<table>
<thead>
<tr>
<th>Researcher 1</th>
<th>Research Profile</th>
<th>Lab Worker Form</th>
<th>Animal Handler</th>
<th>IACUC Orientation</th>
<th>DCM Orientation</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Researcher 2</td>
<td></td>
<td>✔</td>
<td>N/A</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Researcher 3</td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>
When training is needed.....

1. **A Yellow check** indicates the form or orientation must be updated.

2. **A blank box** indicates the form or orientation has not yet been completed.

3. When **“Needed”** shows up under training in blue text, it indicates that you have assigned that individual a technique they are NOT certified in and they need training. If you click on the text, it will tell you which technique they need. Once you have this information, you should set up training with the OACU office or your LAC so your protocol can be approved.

4. **N/A** means the person has been assigned a role that does not require the form to be completed.
Questions?

• If you have questions about this information or upcoming ACAP changes, please call us at 919-966-5569 and ask for a member of the Training and Compliance Team.

• Reach us by e-mail at: IACUC@med.unc.edu