

Document Number: ANP033	Title: PERSONNEL TRAINING <u>CONFIDENTIAL INFORMATION</u> MOLECULAR MEDICINE RESEARCH INSTITUTE	Effective Date: JANUARY 2005
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1.0 OBJECTIVE

- 1.1 The objective of this procedure is to establish procedures for training personnel in the research animal facility.

2.0 SCOPE

- 2.1 This procedure applies to all personnel that will be working in the animal facility performing husbandry or experimental procedures involving animals.

3.0 POLICY

- 3.1 It is the policy of MMRI to provide initial and recurrent training for employees to further educate them in the proper care and use of laboratory animals, equipment, and techniques.

4.0 RESPONSIBILITIES

- 4.1 It is the responsibility of the Manager of the Animal Facility or designee, to insure that all personnel are trained and certified in applicable procedures and receive periodic refresher training.

5.0 REFERENCES

The Guide for the Care and Use of Laboratory Animals
AVMA Panel on Euthanasia
CFR Title 9, Chapter 1, Part 2, Subpart C, Section 2.32 (Animal Welfare Act)
MMRI Veterinary Care Policy.

6.0 PROCEDURE

6.1 Training for New Employees

- 6.1.1 New employees will be expected to have some animal related experience prior to working at MMRI, Inc.
- 6.1.2 During the first few days of employment, the new hire will be asked to become familiar with major documents related to animals used in the laboratory. Those documents include The Guide for the Care and Use of Laboratory Animals, AVMA Panel on Euthanasia, the Animal Welfare Act and MMRI Veterinary Care Policy.

6.1 Training (cont.)

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- 6.1.3 Each employee will read and understand the appropriate Standard Operating Procedures for the Animal Research Facility.
- 6.1.4 A qualified representative of the animal facility (RAF) will demonstrate the correct use and care of any appropriate laboratory equipment to the newly hired person.
- 6.1.5 A qualified representative of the animal facility will demonstrate any new procedures to the new hire after the person has read the corresponding SOP's.
- 6.1.6 A RAF representative will observe the new hire performing the procedures or using equipment, to determine competency.
- 6.1.7 When the RAF representative is satisfied that the new hire can perform the procedure well, and properly use any associated equipment, the new hire will be considered certified. Document the training using the following procedures.

6.2 Training for Current Employees

6.2.1 Requirements

California OSHA requires that personnel working with hazardous chemicals and biological receive annual training with regards to proper handling, reducing exposure and minimizing the risk associated with hazardous materials.

Federal and State Departments of Agriculture require that animal facilities provide a training program for all employees working with animals. Documentation and maintaining currency of animal related skills are very important.

6.2.2 Opportunities

Facility personnel will be provided with recurrent, in-house training seminars. These will include but are not limited to seminars on hazardous materials, safety, and animal-related specialty training.

Facility personnel are encouraged to pursue pertinent training outside the company. For example, workshops or seminars sponsored by the AALAS, or annual meetings of pertinent national organizations.

6.3 Documentation

- 6.3.1 All employees and former employees will have a training file folder at MMRI.
- 6.3.2 This folder will contain the following:

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- A current curriculum vitae; listing work experience and education history.
- Copies of relevant diplomas, licenses or other certificates (i.e.: LAT, AHT, DVM)
- Certificate(s) of achievement or other documentation of in-house training; listing hours attended, date, topic and name of instructor.
- Certificate of attendance for AALAS sponsored educational events
- Other certification documents for attendance or participation in externally sponsored animal workshops, courses, symposia or other relevant events.

6.3.3 This folder will be considered a living document of continuing education and will be updated on an annual basis or as needed.