

Position: \_\_\_\_\_ Employee Status: Faculty \_\_\_\_ Student \_\_\_\_ Staff \_\_\_\_ Other: \_\_\_\_\_

PI: \_\_\_\_\_ Phone: \_\_\_\_\_ Mailbox: \_\_\_\_\_ E-mail: \_\_\_\_\_

Facility (circle one): ALZ BPB CAMLS CPH IDRB MDC MDD NCF PCD SRB

**Discuss: (Facility Manager/Designee)**

- \_\_\_\_\_ Approved animal vendor information – ordering deadlines, delivery options, acclimation periods
- \_\_\_\_\_ General Forms (protocol submissions, amendments, transfers, euthanasia request\*, controlled substances)
- \_\_\_\_\_ Related Websites List (IACUC, USDA, AAALAC, AVMA, AWA, etc)
- \_\_\_\_\_ IACUC Principles & Procedures of Animal Care and Use
- \_\_\_\_\_ Misc. Procedures & Policies (reserving procedure rooms, requesting technical support, analgesic/anesthesia information, technical services/equipment available\*)
- \_\_\_\_\_ Facility specific phone numbers/contacts

**Discuss & Demonstrate: (Facility Manager/Designee)**

- \_\_\_\_\_ Reporting Animal Welfare concerns
- \_\_\_\_\_ Photography within facility (SOP 025)
- \_\_\_\_\_ Photography Permission form (CMDC 209)

**Health Surveillance of Animals**

- Animal Acclimation and Quarantine Procedures
- Sentinel Program
- Veterinary Requests and Rounds

**Animal Husbandry**

- Standard caging and changes
- Standard weaning practices
- Environmental enrichment/social housing (SOP 400, 403, 101)
- Paperwork usage and record keeping (SOP 012, 017, 018)
- Disposal of carcasses

**Transportation of Animals (SOP 007)**

- Within the Facility
- To Outside Labs
- Between Facilities

**Facility Information**

- Access limited to IACUC certified individuals that have been granted facility access
- Security and access (badges, ID cards, keys)
  - no sharing access cards
  - no piggybacking or unauthorized escort of/by others
- Core hours of operation
- Scheduling of Procedure/Special use rooms
- Scheduling of equipment (hoods, microscopes, etc.)
- Decontamination of Common Procedural Areas (SOP 1015)
- Use of and returning of animal caging/equipment
  - Clean caging
  - Soiled caging
- Reporting Facility Issues (lights out, water leaks, etc)

**Safety within the Facility**

- Eating and drinking restrictions
- Use of and disposal of sharps and PPE
- Use of and disposal of radioisotopes or biohazards
- Evacuation and take cover routes
- Location of SDSs, fire extinguishers and safety showers
- Reporting emergencies
  - Veterinary emergency
  - Medical emergency
  - Building emergency

**Health and Risk Assessment** – enquire if the H&R has been completed/submitted to ARC, if not; provide a copy/review with the individual

- \_\_\_\_\_ JAHVA current CITI training certificates maybe used in lieu of AALAS Learning Library training
- \_\_\_\_\_ Print certificate of completion, scan, and save as PDF for upload during ARC registration

**Training**

\_\_\_\_\_ Comparative Medicine offers training, courses and schedules can be found at <http://www.usf.edu/research-innovation/comparative-medicine/technical-training-resources.aspx>

\_\_\_\_\_ **Basic Rodent Biomethodologies** is required if you will be handling rodents

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