

FACILITY ORIENTATION OF RESEARCH STAFF

DIVISION OF COMPARATIVE MEDICINE

Compmed@usf.edu

Employee Information:

Name: _____ Start date: _____

Position: _____ Employee Status: Faculty ____ Student ____ Staff ____ Other: _____

PI: _____ Phone: _____ Mailbox: _____ E-mail: _____

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

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)
 - _____ Special considerations of host institution (if any)

Animal Surgery Procedures:

- _____ Non-Survival Surgery vs. Survival Surgery (SOP 027)
- _____ Rodent Aseptic Surgery (SOP 412)
- _____ USDA vs non-USDA species considerations
- _____ Post-op care

Technical Support Offered/Available:

- _____ Available Technical services from facility staff offered
- _____ Availability of Technical Training for researcher
- _____ Scheduling of Technical Support
- _____ Billing of Technical Services
- _____ Use of facility supplied gasses
 - _____ location of
 - _____ how to use
 - _____ how to tag
 - _____ CO₂ tanks and chambers

Discuss & Demonstrate:

(Facility Manager/Designee)

Dress Code Procedures/Handling of Caging & Animals

- _____ Entering Facilities
 - _____ Proper attire
 - _____ Decontamination of equipment
 - _____ Restricted access
 - _____ Orientations are facility specific
- _____ Conventional room (SOP 905)
- _____ Transgenic room (SOP 413)
- _____ Procedural room (SOP 1008)
- _____ Isolation/Biohazard room (SOP 408, 415)
- _____ Quarantine (SOP 411)

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 how to complete:

- ☐ Item 2. *Protocol Related Exposures* reviewed
- ☐ Item 3. *Infectious and Biohazardous Agents* reviewed
- ☐ If agents are identified in items 2 or 3 of the **Health and Risk Assessment**:
 - ☐ Discuss/demonstrate Divisional and facility safety practices in place
 - ☐ Provide a copy of the pre-performance memorandum
 - ☐ Provide a copy of room signage
 - ☐ Provide a copy of SDS if applicable/available
- ☐ If Items #5, #7, or #8 of the *H&R Assessment* are checked YES, contact your affiliated institution's health service (i.e., USF employees contact USF Medical Health Administration at 974-3163. Moffitt employees contact Moffitt Employee Health Services at 745-2487. VA employees contact Employee Health at 972-2000.
(Employee should provide documentation of current immunization status at time of consultation)
- ☐ If Item #6 of the *H&R Assessment* is checked YES, the employee is provided a Health History Assessment Form and instructed to contact their affiliated institution's health service listed above.

AALAS Learning Library Training Module

- ☐ Request an AALAS Learning Library account from IACUC@usf.edu
- ☐ Complete module entitled "Laws, Regulations, Policies, and the Guide – USF Orientation" viewable at:
<https://www.aalaslearninglibrary.org>

- _____ 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 [Training & Technical Services | Comparative Medicine | Research & Innovation | USF](#)
- _____ **Basic Rodent Biomethodologies** is required if you will be handling rodents
- _____ **Aseptic Surgery Training** is required if you will be conducting survival surgery
- _____ **Use of Immunodeficient Mice** is required if using immunodeficient strains
- _____ **Physical Methods of Euthanasia Without Anesthesia** is required when using physical methods of euthanasia without the benefit of anesthesia
- _____ Print certificate(s) of completion, scan, and save as PDF for upload during ARC registration

ARC Registration

- _____ Complete ARC registration on the Research Integrity & Compliance website viewable at: <https://arc.research.usf.edu/Prod/>
- _____ Upload four at least (4) completed PDF documents to your ARC researcher's profile to become eligible for IACUC certification:
1. Health & Risk Assessment, RIC IACUC DC #004
 2. Orientation of Research Staff, CMDC 101
 3. AALAS Learning Library or JAHVA CITI certificate of completion
 4. Curriculum Vitae, Biosketch, or Resume of your education/degrees, licenses/certifications, experience, presentations, publications
 5. Additional training documents may be required based on your research interest as described above
- _____ For questions regarding ARC registration contact the ARC Helpdesk at RSCH-arc@usf.edu or 974-2880

Discuss and Demonstrate: (when applicable)

(Facility Manager/Designee)

Nonhuman Primates

- _____ Verify employee has consulted with USF Medical Health Administration and completed the *Communicable Disease Prevention Certification* and employee is current on all immunizations and testing.
- _____ Training modules (2) on AALAS Learning Library: "Working Safely with Nonhuman Primates" (video) "Health & Safety Procedures for Working with Nonhuman Primates"
- _____ PPE Training
- _____ Herpes B virus information
- _____ Introduction to the NHP Exposure Response Kit
- _____ Review and provide copy: SOP #609, *Response Following Suspect Exposure to Cercopithecine Herpesvirus-1*
- _____ Review and provide copy: *Recommendations for Prevention of and Therapy for Exposure to B Virus (Cercopithecine Herpesvirus 1)*, (Clin Infect Dis 35:1191, 2002)

Signature of Employee Completing Orientation

Date

Signature of Facility Manager/Designee

Date

Completed forms should be saved as a PDF and uploaded into the ARC system viewable at: <https://ARC.research.usf.edu/prod/>