

ORIENTATION OF ANIMAL CARE STAFF
DIVISION OF COMPARATIVE MEDICINE

Employee Information:

Name: _____ Start date: _____

Position: _____ Employee Status: USPS OPS Other: _____

Facility (circle all that apply): ALZ BPB CAMLS CPH IDRB MDC MDD PCD RSB

Discuss: (Assistant Director)

Human Resources/Payroll Concerns/Divisional Policies

- _____ Letter of Offer completed
 - _____ Met with HR representative
 - _____ Direct Deposit
- _____ GEMS: How to access and use (tutorial information)
- _____ Timesheets (recording hours worked, submitting)
 - _____ OPS
 - _____ Staff
- _____ Address/Emergency Contact Form
- _____ Personnel file, training file, education file, occupational health & safety file
- _____ Employee Orientation & Training (SOP #013)
- _____ Divisional Policies for Employees: work schedules, sick/late calling procedures, requesting time off, conduct
- _____ Essential Personnel Acknowledgement completed

Occupational Health & Safety

- _____ Health, Hygiene, & Laboratory Attire (SOP #905)
- _____ Use of Personal Protective Equipment (SOP #1008)
- _____ Health and Risk Assessment form (RIC IACUC DC #004)
- _____ USF Medical Health Administration consultation required. Contact 974-3163 for an appointment.
 - _____ Appointment time/date _____ AM PM on ____/____/____
 - (Employee should provide documentation of current immunization status at time of appointment)
- _____ Introduce the topics below and how they are related to the animal care and use program
 - _____ Serology
 - _____ TB testing
 - _____ Tetanus
 - _____ Rabies
 - _____ Hepatitis B
- _____ Occupational Health & Safety (SOP #032)
 - _____ Hearing Conservation Program –complete Hearing Conservation Memo CMDC #232
 - _____ Respiratory Protection Program -complete Respiratory Protection Memo CMDC #231
 - Original memos to new employee's personnel file & copy to employee
- _____ Work-related injuries (SOP #029 & #031)
- _____ Chemical Hazard Communication (SOP #906)
- _____ Chemical Hygiene Plan/MSDS information (SOP #901)

Training & Regulations

- _____ Introduction to New Employee Training Checklist
- _____ Disaster Response Policy
 - _____ Introduce Emergency Contact Sequence
- _____ Biosafety training (Facility Manager arrange attendance in next available training course)
- _____ Lab/Chemical safety training (Facility Manager arrange attendance in next available training course)
- _____ IACUC guidelines
- _____ The Guide, AWA, PHS Policy (copies to be returned)

Signature of Assistant Director

Date

Site Requirements

- _____ Identification cards
- _____ Access Card (if applicable)
- _____ Keys (if applicable)
- _____ Parking & Permits
- _____ Scrubs
- _____ Shoes
- _____ Locker space

Contacts

- _____ Facility specific list of phone numbers/contacts

Dress Code Procedures/Handling of Caging & Animals for

- _____ Conventional room (SOP #905)
- _____ Transgenic room (SOP #413)
- _____ Isolation/Biohazard room (SOP #408 & #415)
- _____ Quarantine (SOP #411)

Animal Husbandry

- _____ Standard caging and husbandry (SOP #400 & #413)
- _____ Standard weaning practices
- _____ Exposure of sentinels (SOP #402)
- _____ General animal room cleaning and sanitation duties (SOP #015 & #016)
- _____ Paperwork usage and record keeping
- _____ Documentation of health concerns and resolution of veterinary treatments
- _____ Disposal of carcasses (SOP #017)
- _____ Use of facility supplied gasses/CO2 (SOP #401)
 - _____ Location of
 - _____ How to use
 - _____ How to tag
- _____ Reporting Facility Issues (lights out, water leaks, etc.)

Transportation of Animals (SOP #007, forms)

- _____ Within the Facility
- _____ To Outside Labs
- _____ Between Facilities

Technical Support Offered/Available

- _____ Available Technical services offered to research staff (and how scheduled)
- _____ Scheduling of training time for technician with Training Coordinator/others
- _____ Billing of Technical Services

Reporting Animal Welfare Concerns

- _____ Mechanisms and phone numbers (refer to signage)

Health Surveillance of Animals (SOP #005 & #006)

- _____ Sentinel Program (SOP #410)
- _____ Veterinary Requests and Rounds

Safety

- _____ Safety within the Facility
 - _____ Eating and drinking restrictions
 - _____ Use of and disposal of sharps and PPE (SOP #902 & #1008)
 - _____ Use of and disposal of radio-isotopes or biohazards
 - _____ Evacuation and take cover routes (SOP #907)
 - _____ Location of Fire extinguishers
 - _____ Chemical Hazard Communication (SOP #906)

- _____ Operations where hazardous chemicals are present
- _____ Location of Chemical Hygiene Plan, SDSs (SOP #901), chemical storage areas (SOP #901)
- _____ How to use the information on a SDS (i.e., spill cleanup, PPE selection)
- _____ How to read and interpret labels
- _____ Types of chemical hazards in the workplace (i.e., flammability, health, reactivity, or other)
- _____ Measures to protect employees (i.e., PPE, eye-wash stations, safety showers, etc.)
- _____ Physical and health hazards associated with chemicals in their work area
- _____ Method and observations to detect the presence of hazardous chemicals
- _____ Reporting emergencies
 - _____ Veterinary emergency
 - _____ Medical emergency
 - _____ Building emergency

AALAS Learning Library Training Module

- _____ Request an AALAS Learning Library account from IACUC@usf.edu
- _____ Complete modules in accordance with CMDC 038 New Employee Training Checklist; modules are viewable at: <https://www.aalaslearninglibrary.org>
- _____ Print certificates of completion, scan, and/or save as PDF for uploading during ARC registration

ARC Registration

- _____ Complete ARC registration viewable at: <https://arc.research.usf.edu/Prod/>
- _____ Upload a 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 Animal Care Staff, CMDC #102
 3. AALAS Learning Library certificates of completion
 4. Curriculum Vitae, Biosketch, or Resume of your education/degrees, certifications, presentations, publications
- _____ Upload additional certificates of in-person training provided by CM (e.g., Basic Rodent Biomethodologies, etc.)
- _____ For questions regarding ARC registration contact the ARC Helpdesk at RSCH-arc@usf.edu or 974-2880

Signature of Facility Manager

Date

Signature of Employee Completing Orientation

Date

Discuss and Demonstrate: (when applicable)

(Assistant Director)

Nonhuman Primates

- _____ Training modules (2) on AALAS Learning Library: "Working Safely with Nonhuman Primates" (video) and "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 Assistant Director/Designee

Date

Signature of Employee Completing NHP Training

Date