

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 SRB

Discuss:

(Facility Manager)

- _____ 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)

- _____ 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)

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@research.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 <http://www.usf.edu/research-innovation/comparative-medicine/technical-training-resources.aspx>
- _____ **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)**

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 **Date**

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