

**Animal Facility New User & Staff Orientation Checklist**

**Student/ Staff Information (Please Print)**

|  |  |
| --- | --- |
| **Last Name:** | **First Name:** |
| **Student/Employee #:** | **Cell Phone:** | **E-mail:** |
| **Department:** | **Supervisor/Primary Investigator:** | **AUPP#:** |

**□ Undergraduate □ Graduate Student □ PhD □ Post-doctoral Fellow □ Staff**

**□ Visiting scientist □ Work Study □ Summer Student □Volunteer**

|  |
| --- |
| **This is a guide for the Facility supervisors to use when orientating new facility users****Please provide a copy to the user for future reference****Standard Operating Procedures (SOP’s) can be found** [**www.uwindsor.ca/acc**](http://www.uwindsor.ca/acc) |
| **Topic** |
| **Safety** |
|  | Completed Animal Facility New User/Staff Training ChecklistWhich includes: (1) Online Animal Care Committee Modules (2) Hands on Training Course (with the University Veterinarian) |
|  | **Secure Entrance(s):** Do not prop open doors or let anyone in, do not use someone else’s access card and report lost cards immediately |
|  | Protocol for entering facility-sticky floor mats, disinfectant sprays/ foot baths, clean to dirty room use, items need to be cleaned, disinfected and/or autoclaved |
|  | Hand Washing/Hand Sanitizer protocol |
|  | Warning signs and labels |
|  | No food/drink policy |
|  | Closed toed shoes and long pants required |
|  | Appropriate personal protective equipment to be worn in designated area |
|  | Visitors policy and sign in log |
|  | First aid kit location |
|  | Eye wash station locations |
|  | Fire Alarm/Fire Extinguisher locations |
|  | Emergency Phone number lists |
|  | Accident/Incident Reporting Policy |
|  | SOP AH21 - Disposal of Non-Infected Biological Waste Materials and Contaminated Items (freezer location, sharps, biohazard waste & chemical waste) |
|  | MSDS-Disposal of chemicals, disinfectants used |
|  | Fume hoods/Biosafety Cabinets |
|  | **SOP SA02** - Safety Practices in the Animal Facility |
|  | **SOP SA03** - Occupational Health and Safety in Experimental Animal Facilities |
|  | **WHIMIS -** University of Windsor’s WHMIS program can be found on the Office of Health & Safety’s website http://www1.uwindsor.ca/safety/requiredtraining  |
| **Record Keeping** |
|  | Census Sheets: new arrivals, deaths, breeding |
|  | Activity/Procedure Forms |
|  | Incident Reports: sick/dead animals |
|  | **Endpoints:** SOP AH25 - [Endpoint for Aquatics (Fish, Frog, Lamprey)](http://www1.uwindsor.ca/acc/system/files/AH25%20Endpoint%20for%20Aquatics%20%28Fish%2C%20Frogs%2C%20Lamprey%29_final%283%29.doc) |
|  | **Endpoints:** SOP AH26 - [Endpoint for Rodent (Rat, Mouse, and Hamster)](http://www1.uwindsor.ca/acc/system/files/AH26%20Endpoint%20for%20%20Rodent%20%28Rat%2C%20Mouse%2C%20Hamster%29_final%282%29.doc) |
|  | **Endpoints:** SOP AH34 - Endpoint for Avian |
|  | Feeding logs & Environmental Data forms |
|  | SOP AD19 - Animal Transfer Forms |
|  | AUPP(Animal Utilization Project Proposal), Request to Revise, Progress Reports, Final Reports |
| **Animal Care** |
|  | SOP AH31 – Environmental Enrichment  |
|  | SOP AD 11 - Record Keeping - Housing, lighting, temperature, humidity, cage & tank cards |
|  | Handling and animal use, procedure, surgery and experimental rooms, breeding/weaning |
|  | **Euthanasia:**  AH23 - Carbon Dioxide Euthanasia |
|  | **Euthanasia:** AH05 - [Methods of Euthanasia for Fish](http://www1.uwindsor.ca/acc/system/files/AH05%20Methods%20of%20Euthanasia%20for%20Various%20Animals%20Revised.doc) and Amphibians |
|  | Anesthesia |
|  | SOP MA18 – Animal Transportation |
| **Rodent Care** |
|  | **Housing:** SOP MA03 - Small Rodent Housing |
|  | **Housing:** SOP AH11 - Housing and Care for Rodents  |
|  | **Housing:** SOP MA01 - Number of Animals per Cage |
|  | SOP AH01A - [Sentinel Monitoring Program Standard Caging](http://www1.uwindsor.ca/acc/system/files/Sentinel%20Monitoring%20Program%20Standard%20Caging_final%281%29%281%29.docx) |
|  | SOP AH01B - [Sentinel Monitoring Barrier Facility Caging](http://www1.uwindsor.ca/acc/system/files/Sentinel%20Monitoring%20Program%20Barrier%20Facility_final%282%29%281%29.docx) |
|  | **Entry:** AH28 - [Barrier Facility Entry](http://www1.uwindsor.ca/acc/system/files/Revised%20Barrier%20Entry%20SOP%20-%20Revised%20April%202014.docx) |
|  | **Entry:** AH29 - [Changing of Individually Ventilated Cages in the Barrier Facility](http://www1.uwindsor.ca/acc/system/files/AH%2029%20Cage%20Change%20SOP%281%29_docx-1%281%29.docx) |
|  | **Entry:** AH12 - [Barrier Quarantine Entry](http://www1.uwindsor.ca/acc/system/files/Barrier%20Quarantine%20Entry%20SOP%20-Edit%20April%202014.docx) |
|  | **Entry:** AH15 - [Quarantine Entry](http://www1.uwindsor.ca/acc/system/files/Quarantine%20Room%20Entry%20Procedure-%20April%202014.docx) |
|  | AH10 - [Escaped Rodent Protocol](http://www1.uwindsor.ca/acc/system/files/Escaped%20Rodent%20SOP%20April%202014.docx) |
| **Biosafety** |
|  | Biosafety Training: [www.uwindsor.ca/chemicalcontrol/biosafety](http://www.uwindsor.ca/chemicalcontrol/biosafety) |
|  | All Bio level  1 & 2 users must complete the spill kit training online at: <https://uwinid.uwindsor.ca/cas/login?service=http://cleo.uwindsor.ca/consummatum/sites/spills/!login> |
|  | Biosafety Certificate approval - attached to AUPP |
|  | SOP MA20 - Biological Safety Cabinet Use Level 1 & 2 Barrier Facility |
|  | Bio Hazardous Material -Usage & Disposal-MSDSSpecific handling, administration,  containment and disposal |
|  | Other training required (if applicable):  i.e. radiation, laser, scientific exemption…. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (please print) New User Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (please print) Orientation Facilitator Signature Date**

**Please sign and attach Training Checklist and submit to the ACC Coordinator** **acc@uwindsor.ca**.