

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

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

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| --- | --- | --- | --- | --- |
| **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**

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| **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 Checklist  Which 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(Fish,%20Frogs,%20Lamprey)_final(3).doc) | |
|  | **Endpoints:** SOP AH26 - [Endpoint for Rodent (Rat, Mouse, and Hamster)](http://www1.uwindsor.ca/acc/system/files/AH26%20Endpoint%20for%20%20Rodent%20(Rat,%20Mouse,%20Hamster)_final(2).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(1)(1).docx) | |
|  | SOP AH01B - [Sentinel Monitoring Barrier Facility Caging](http://www1.uwindsor.ca/acc/system/files/Sentinel%20Monitoring%20Program%20Barrier%20Facility_final(2)(1).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(1)_docx-1(1).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-MSDS  Specific handling, administration,  containment and disposal | |
|  | Other training required (if applicable):  i.e. radiation, laser, scientific exemption…. | |

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

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

**Please sign and attach Training Checklist and submit to the ACC Coordinator** [**acc@uwindsor.ca**](mailto:acc@uwindsor.ca).