

**Animal Facility New User/Staff Training Checklist**

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

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

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

**This checklist is designed to assist new users involved with animal research to receive approval**

|  |  |  |
| --- | --- | --- |
| Initial | Topic | Comments |
|  | Complete the Animal Care Committee (ACC) modules under training, posted on the website www.uwindsor.ca/acc |  |
|  | Attend the animal care training course from the University’s Veterinarian.  Email [acc@uwindsor.ca](mailto:acc@uwindsor.ca) to find out course availability. |  |
|  | I have read the following, as posted on the website: www.uwindsor.ca/acc.  □ Policies and Guidelines  □ Health and Safety in Animal Based Research  □ Handbook on Animal Care |  |
|  | Have the Primary Investigator add your name to the approved Animal Utilization Project Proposal(s) (AUPP) and complete the [Competency Assessment for Animal Care Users and Staff](https://www.uwindsor.ca/animal-care-committee/sites/uwindsor.ca.animal-care-committee/files/tr01_measuring_competency_of_animal_care_users_and_staff_june2021.pdf) (**SOP TR01** - Measuring Competency of Animal Care Users and Staff) |  |
|  | Fill out a key Form for facility access:  <http://www.uwindsor.ca/animal-care-committee/forms> |  |
|  | **Schedule an orientation of appropriate animal facility**  **Central Animal Care Facility-** Linda Sterling, Operations Manager, [L.Sterling@uwindsor.ca](mailto:L.Sterling@uwindsor.ca)  **GLIER** – Primary Investigator or Linda Sterling, Operations Manager, [L.Sterling@uwindsor.ca](mailto:L.Sterling@uwindsor.ca)  **LaSalle**- Dr. Trevor Pitcher, Primary Investigator, [tpitcher@uwindsor.ca](mailto:tpitcher@uwindsor.ca) |  |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) have completed all applicable topics in this Animal Facility User/Staff Training checklist and fully understand them.

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**Signature Date**

***Once completed and signed, attach to Animal Facility New User & Staff Orientation Checklist and submit to the Animal Care Coordinator*** [***acc@uwindsor.ca***](mailto:acc@uwindsor.ca)*.*