



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:		Phone:

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

This checklist is designed to assist new users in 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 to find out course availability.	
	I have read the following, as posted on the website: www.uwindsor.ca/acc . <input type="checkbox"/> Policies and Guidelines <input type="checkbox"/> Health and Safety in Animal Based Research <input type="checkbox"/> Handbook on Animal Care	
	Have the Primary Investigator add your name to the approved Animal Utilization Project Proposal(s) (AUPP)	
	Fill out a access/door control card request form for facility access- For Biology students : http://www1.uwindsor.ca/biology/system/files/doorswipe.pdf For other departments and staff: http://www1.uwindsor.ca/facilityservices/facilityservices/system/files/AccessDoorControlCardRequest.pdf	
	Fill out A Keymark/Schlage/Best Keyholder Information Form For Biology students: http://www1.uwindsor.ca/biology/system/files/key%20form(2).pdf For other departments and staff: http://www1.uwindsor.ca/facilityservices/system/files/KeymarkSchlageBestKeyholderInformationRevAug13_0.pdf	
	Orientation of appropriate animal facility scheduled with facility supervisor. Central Animal Care Facility- Linda Sterling, Operations Manager, L.Sterling@uwindsor.ca GLIER- Todd Leadley, Aquatics Technician, leadley@uwindsor.ca LaSalle- Dr. Trevor Pitcher, Primary Investigator, tpitcher@uwindsor.ca	

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

Student's/Staff Signature

Date

Once completed and signed, please submit this form to the Animal Care Coordinator acc@uwindsor.ca.