

Facility Orientation Check List

Name _____

A# _____

This orientation will familiarize you with the animal research facility at USU and your responsibilities as a user of the facility. Read this checklist and any other orientation materials thoroughly before you begin work. If you need further instruction or if any of the items on this checklist have not been explained, or are not clear to you, please contact the Facility Supervisor at ext. 7-3660.

- Access will be granted to facilities only if all required Training and Occupational Health screenings have been completed.
- All Personnel **MUST** be escorted within the facilities until training is completed and access is granted.
- Normal Facility Hours of Operation are Monday thru Friday: 8:00 AM -5:00 PM.
- Proper PPE must be worn at all times. **No** Shorts or Open toed shoes may be worn at any time within the facility. Scrubs or other outerwear worn over shorts is acceptable.
- Eating and drinking is permitted only within designated areas (such as the breakroom). **No** food or drink may be brought into the facility except to designated areas
- **NO** Smoking is allowed anywhere within the facility. (Including E-cigarettes.)
- **ONLY** Authorized Personnel can use facility equipment unless proper training has been completed.
- **Please follow all instructions by facility staff.**

I have attended the LARC Training on _____ and I understand and agree to comply with all policies and procedures.

Signature _____

Facility Supervisor: _____

New LARC User Guide for Students

The following is a guide to help you through the processes necessary to receive personal access to laboratory animal facilities on the USU campus. This packet should contain the following components:

- This new user guide
- IACUC SOP #8: Process for Gaining Security Access to Laboratory Animal Facilities
- Letter to Consulting Physician
- A LARC Occupational Health and Safety Program Enrollment Form (Yellow Sheet)
- A Training Check Form
- A Key request form
- LARC Photo ID Request form
- Lanyard for ID badge

1. Request addition to an existing IACUC Protocol

To gain access the very first thing that must be done is the LARC office will need to receive a request from a researcher to add you to an existing IACUC protocol. Requests may be sent by e-mail to iacuc@usu.edu or hardcopy to the LARC office. The request should include the following information:

- Name of individual to be added
- IACUC Protocol Number(s)
- A brief summary of duties the individual will participate in.

The last part is particularly important on protocols involving multiple complex procedures with animals. By regulation we must ensure that individuals working with animals are appropriately trained. If this information is not provided we included we must assume that the new person will be involved in all procedures and therefore must complete all associated training. This may delay the final approval of security access.

Once a request for adding personnel has been received steps #2-7 can be completed in any order, but all required steps must be completed before individual security access will be granted (step 8). However, individuals may enter USU's animal facilities while completing the remainder of the training process as long as they are escorted by an individual with access.

2. Enroll in the Occupational Health and Safety Program

Enrollment and participation in the Occupational Health and Safety Program is a requirement for USU's Animal Research accreditation and therefore mandatory for anyone with access to laboratory animal facilities. To enroll in the program:

- Complete the yellow Occupational Health and Safety Program Enrollment form included in this packet.

- Review the yellow form with your faculty employer/supervisor and then both of you should sign the document.
- Obtain a consultation with a human health professional.
 - o Students may use the USU Student Health Services for a \$15 fee. **To use Student Health Services individuals must be currently enrolled and must take a P-card with them to the appointment.** Student Health Services is located immediately north of the football stadium. Call 797-1660 to make an appointment. Request a pre-employment physical and mention you will be working in the lab animal facility. Take your completed yellow form with you to your appointment and present it to the physician as part of the consultation process.
 - o Faculty and staff may use a personal physician or WorkMed. WorkMed is located at 412 North 200 East (Immediately east of the Smith’s grocery store). Contact WorkMed at 713-2850 to make an appointment. If students are not currently enrolled (such as during the summer break) they should use WorkMed instead of Student Health Services.

At the conclusion of the visit you should be provided a document stating you are fit to work in the facility. The document may include recommendations or requirements the individual must meet to be deemed fit to work in the facility, such as vaccinations or taking specific precautions. If the physician requires specific precautions or protections the LARC will require compliance before access is granted. **Please note that a drug test is not part of the pre-employment health consultation.**

3. Complete online training modules through the Collaborative Institutional Training Initiative (CITI)

Visit www.citiprogram.org, create a username and password and log in. Select USU as the institution and be sure to select the Animal Care and Use Courses. We require everyone to complete some CITI training, but only for those modules directly related to your proposed work. **Everyone** should check the box for using animals in teaching and research to take the “Working with the IACUC” course. Although anyone can complete any module desired individuals **are not** required to complete CITI training modules for species or activities that they will not be participating in. A list of CITI modules and a brief description of who should take them is below:

- | | |
|---|--|
| Working with the IACUC- | <u>Everyone</u> requesting facility access must complete working with the IACUC, regardless of what activities they will be participating in. This includes individuals who will not be directly interacting with animals. |
| Aseptic Surgery- | Complete this course if you will be working on any surgical procedures in any species |
| Reducing pain and distress in Laboratory Rodents- | Complete this course if you do anything potentially painful with rodents. This includes surgery and infectious disease work. |
| Working with Amphibians- | Complete this course if you use any amphibians (frogs, newts, salamanders etc) |

Working with Cats	Complete this course if you use cats in teaching or research
Working with Dogs-	Complete this course if you use dogs in teaching or research
Working with Ferrets	Complete this course if you use ferrets in teaching or research
Working with Gerbils-	Complete this course if you use gerbils in teaching or research
Working with Guinea Pigs	Complete this course if you use guinea pigs in teaching or research
Working with Hamsters	Complete this course if you use hamsters in teaching or research
Working with Mice	Complete this course if you use mice in teaching or research
Working with Rabbits	Complete this course if you use rabbits in teaching or research
Working with Rats	Complete this course if you use rats in teaching or research
Working with Swine	Complete this course if you use pigs in teaching or research

If you work with a species not listed in the CITI module page the LARC will provide appropriate training to meet your needs.

4. Complete Necessary USU Safety Courses

Depending upon the nature of your work, you will need to take one or more on-campus training courses. For most safety courses visit the website of the USU Office of Environmental Health and Safety (EHS) Training link (<http://rgs.usu.edu/ehs/htm/training>) on the right side of the page and then click on the training required to schedule or sign up for required courses. As examples, some of the EHS courses offered and who should take them are as follows:

Initial Laboratory Safety	OSHA required training for anyone working in a laboratory that uses hazardous chemicals
Biosafety Level II/III	Complete this course if you will be working with any infectious agents
Blood born pathogen	Complete this course if you will be working with infectious agents
Hantavirus Awareness	Complete this course if you may be exposed to rodents or rodent excreta
Formaldehyde safety	Complete this course if you will be working with formalin or related fixatives
Respiratory Protection	Complete this course if you will need to wear respiratory protection such as a respirator or PAPR
Radiation Safety Training	Complete this course if you will be working with any radiation source, including x-rays, radioactive isotopes, etc.

Please note that this list is not comprehensive. Review the list of all courses on the EHS training site with your faculty employer to make sure you complete all the courses you will need to perform your work safely.

5. Complete In-Person LARC Training Seminar

The LARC Director or his representative present an in-person training seminar once each month. Attendance at this seminar is required for all individuals requesting access to LARC facilities. This seminar will present information specific to the operations of facilities at USU and provide an opportunity for interaction between new USU employees and students and the LARC staff. Dates and times for upcoming trainings are usually scheduled 2-4 months in advance and notification is sent to researchers using the animal facilities. Alternatively, you can contact the LARC office at 797-1886 to learn the dates and times of upcoming training. It is not necessary for you to have completed CITI or EHS training courses prior to participating in LARC training.

6. Obtain Any Necessary Hands-on Training

Many activities associated with performing animal research are best taught in person in a “hands-on” manner, and the opportunity to receive hands-on training is one of the reasons new workers can be escorted into USU animal facilities before all access requirements have been completed. Research technicians associated with ongoing projects generally provide the training to new individuals, but LARC staff will gladly provide training or other support upon request.

7. Obtain Photo Identification Card

For security purposes, individuals inside USU animal facilities are required to always display LARC-specific photo identification. To acquire this photo ID, simply take the signed ID request form (small brown slip) to the card office on the 2nd floor of the Taggart Student Center (TSC 212). There is a \$10 fee for new cards. This fee will be charged directly to the principal investigator through the LARC office.

8. Verifying Training and Receiving Facility Access

Throughout the training process individuals should maintain and update their individual white Training Check Form. When all training has been completed, return the following documents to the LARC office:

- The completed and signed OHSP Enrollment Form (Yellow Sheet)
- Documentation of medical consultation
 - o This document should be received from the physician at the time of the medical consultation.
- Completed Training Check Form

- Copies of all EHS training certificates earned (keep the original certificates for your records)
 - A completed key request listing the specific facilities and door(s) through which you need access.
- Note: Only the LARC Director or representative may sign the key request form. Key request forms signed by individuals or researchers will be returned for correction.**

After the returned information has been reviewed and approved by the LARC Director or representative a signed key request will be provided to individuals. **It is the responsibility of the individual requesting access to deliver the key request to the Key Office and to make any arrangements necessary to receive physical keys or proximity cards.** The Key Office is located in the Physical Facilities building immediately east of the Aggie ice cream shop (700 North, Approximately 1300 East).

ANIMAL RESEARCH CENTER OCCUPATIONAL HEALTH AND SAFETY PROGRAM ENROLLMENT FORM

Revised Jan 2016

This form is to be completed by the employee and their supervisor. If you have any questions, contact the ARC office at 797-1886 or 797-8656. You may not begin working with live animals in any ARC facility until your enrollment form is completed. Participation is required under the Health Research Extension Act of 1985, Public Law 99-158. Until enrollment is completed, you will not be allowed access through the ARC security door except for training purposes only, and during those time you must be accompanied at all times by approved personnel.

PART I – GENERAL INFORMATION

Complete Name:

Date:

A number:

Position:

(employee, grad student, etc.)

Email:

Principle Investigator:

Protocol #:

Emergency Contact:

Phone #:

Brief Description of job duties:

Medical History: Provide information which you feel may put you at risk while working in the facility, include unusual susceptibilities to infection, allergies, and back problems. You may want to consult with your physician as you fill out your brief medical history.

Work History with animals: List species, Type of work, and length of employment associates with animals.

Current Immunization Status: List all relevant vaccinations including month and year vaccinated. A tetanus vaccination within the last 10 years is required.

Applicant Signature:

Date:

PART II – RISK ASSESSMENT

Complete this section with your Principle Investigator regarding the protocol(s) you will be working with.

	Circle one		If Yes, Indicate specifics. (species, diseases, items, etc.)
<u>ANIMAL RISK</u>			
Bites, Scratches, Kicks, Etc.	NO	YES	
Allergies	NO	YES	
Zoonosis	NO	YES	
Venom	NO	YES	
<u>RADIATION/CHEMICAL/BIOLOGICAL RISKS</u>			
Radiation	NO	YES	
Radioactive waste	NO	YES	
Chemicals	NO	YES	
Unknown chemicals	NO	YES	
Flammable agents	NO	YES	
Specific biological agents (Including blood borne pathogens)	NO	YES	
Sharps	NO	YES	
<u>ERGONOMICS</u>			
Lifting	NO	YES	Max weight:
Bending / Twisting	NO	YES	
Repetitive Motion	NO	YES	How often per day:
Moving large equipment (cage racks, bio hoods, etc.)	NO	YES	
Material handling (cages, wire tops, water bottles, etc.)	NO	YES	
<u>ENVIRONMENTAL RISKS</u>			
Heat (autoclave, steam, hot water)	NO	YES	
Electricity	NO	YES	
Intense noise	NO	YES	
Wet Floor Surfaces	NO	YES	
Ultraviolet lights or lasers	NO	YES	
Airborne dust (bedding, etc.)	NO	YES	
Hot/cold work areas	NO	YES	If Yes how many times per day?
DISCLAIMER: A good faith effort has been made to identify and address the potential risks associated with working in this facility. However, there may be other health or safety risks or circumstances which are unforeseen or unforeseeable. By signing this document, the individual acknowledges this and assumes full responsibility for those risks or circumstances which are unforeseen or unforeseeable.			
Principle Investigator signature:			Date
Applicant signature:			Date

PART III – PROTECTION PLAN

Complete this section with your Principle Investigator. Indicate the plan of action to address each risk indicated in Part II. (If yes was answered to any question, attendance at listed courses may be required.) This section may be reviewed by the Environmental Health and Safety Office.

ANIMAL RISKS:
RADIATION/CHEMICAL/BIOLOGICAL RISKS:
ERGONOMICS:
ENVIRONMENTAL RISKS:
OTHER RISKS:

COURSES

Course name	Is it required?	
LARC Initial Training	NO	YES
EHS Blood Borne Pathogens INITIAL	NO	YES
EHS Blood Borne Pathogens REFRESHER	NO	YES
EHS BLS2 / BSL3	NO	YES
EHS Laboratory Safety INITIAL	NO	YES
EHS Laboratory Safety REFRESHER	NO	YES
EHS Overview of Select Agent Training	NO	YES
EHS Respiratory Protection INITIAL	NO	YES
EHS Respiratory Protection REFRESHER	NO	YES
EHS Radiation Safety	NO	YES
EHS Select Agent Training	NO	YES
SOP # 63 BSL2 INITIAL	NO	YES
SOP # 63 BSL2 REFRESHER	NO	YES
SOP # 47 BSL3 INITIAL	NO	YES
SOP # 47 BSL3 REFRESHER	NO	YES
SOP # 65 SARS INITIAL	NO	YES
SOP # 65 SARS REFRESHER	NO	YES

Principle Investigator signature:	Date
Applicant signature:	Date

To: Consulting Physicians
From: Aaron L. Olsen
Subject: Pre-employment medical consultation

The Laboratory Animal Research Center (LARC) at Utah State University has a responsibility to provide a safe working environment for those who work in our facilities. To meet this responsibility we have established an Occupational Health and Safety Program for individuals who will work with in the facility. A vital component of this program involves consultation with a human health professional, who in turn may provide recommendations to facility workers on safety precautions, including appropriate vaccinations, enhanced protective equipment, or restrictions on specific activities.

Individuals seeking a medical consultation should present our **Occupational Health and Safety Program Enrollment** form. This form must be completed prior to visiting the physician. Please use this completed form as a guide determining appropriate safety recommendations. If this is not completed feel free to ask to individual to leave and return when it is completed. At the conclusion of the consultation please provide the prospective employee with an appropriate signed document indicating any recommended restrictions or protections for work in the facility.

As a general rule, enhanced testing such as drug testing, strength or lift testing, or respirator testing **is not** required unless specifically requested or indicated by the Occupational Health and Safety Program Enrollment form.

If there are any questions about the requirements on the medical consultation please feel free to contact our office at 797-1886.

Thank you,

Aaron L. Olsen, DVM, PhD, DAACLAM
Director, Laboratory Animal Research Center
Utah State University
435-797-8141
aaron.olsen@usu.edu

**STANDARD OPERATING PROCEDURE
UTAH STATE UNIVERSITY
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE**

IACUC SOP#: 8
Inception Date: June 10, 2013
Reviewed Date:
Modification Date:
Title: Process for Gaining Security Access to Laboratory Animal
Facilities

This procedure outlines the steps required before security access will be granted for unsupervised access to laboratory animal (LARC) facilities.

- I. Access to LARC facilities is under the direction and at the discretion of the LARC Director.
- II. A written request from the PI of an approved IACUC protocol housed in the LARC must be received before any training in LARC facilities will be allowed.
 - a. In the written request the PI should list team members and the protocol number(s) the individual(s) will be added to.
 - b. Training conducted outside of LARC facilities, such as that administered by the office of Environmental Health and Safety may be conducted at any time before or after the request for addition to an animal use protocol has been completed.
 - c. New research team members may enter LARC facilities as soon as a request for adding personnel to a protocol is received from a PI. However, they must be escorted the entire time they are within the LARC facilities. This will allow new individuals to observe practices and receive hands-on training before completing all other requirements.
- III. Anyone requesting security access to LARC facilities must enroll in the Occupational Health and Safety Program (OHSP)
 - a. Individuals must:
 - i. Complete OHS and risk assessment form (yellow sheets) with their PI
 - ii. Complete a medical consultation at student health, WorkMed or personal physician.
 1. A form signed by the physician conducting the medical consultation must be returned to the LARC office. Student health and WorkMed have forms on hand. Individuals wishing to use a personal physician should obtain a blank form from the LARC office before their consultation.
 - b. Enrollment in the OHSP also requires an annual update of health status via questionnaires.
 - i. A questionnaire will be sent to individuals with LARC access annually. The individual must complete and send the questionnaire to the health professional that completed the initial assessment.

- ii. Failure to complete the annual questionnaire in a timely manner may result in restriction of LARC access.
- IV. CITI Online Training Modules
 - a. USU participates in the Collaborative Institutional Training Initiative (CITI)
 - b. Completion of some CITI training is required for all LARC facility users. Other CITI modules are determined by the nature of the research.
 - c. CITI training may be completed at any time before or after the request for addition to animal use protocol has been completed.
 - d. Common training modules:
 - i. *Working with the IACUC* - All LARC Users
 - ii. *Essentials for IACUC Members*- IACUC members only
 - iii. *Reducing Pain and Distress in Laboratory Mice and Rats*- Anyone using mice or rats in USDA pain category D or E procedures (such as surgery, toxicity, or infectious disease studies)
 - iv. *Aseptic Surgery*- Individuals who will be directly involved with surgical procedures
 - v. Species specific modules- Research dependent
 - e. A detailed list of the CITI modules can be found at the end of this document.
- V. USU Safety Training
 - a. The Office of Environmental Health and Safety (EHS) provides a variety of safety courses. Depending upon work responsibilities one or more of these courses will be required to gain security access to LARC facilities. Specific training needs should be identified via the OHS Risk Assessment Form (Yellow sheets). Potential training courses include:
 - i. *Laboratory safety training*- All users
 - ii. *Blood-borne pathogen and BSL-2/3*- required for anyone needing access to biohazard areas
 - iii. *Select agent training*- required for anyone requesting access to Select Agent areas.
 - 1. In addition to training individuals will need to work through EHS to complete select agent registration
 - iv. *Radiation safety training*- required for individuals working with radioisotopes and/or x-ray equipment.
 - v. *Formaldehyde safety training*- as needed
 - b. Scheduling of EHS training is coordinated by the EHS office.
- VI. LARC Training
 - a. At least once monthly a representative from the LARC will conduct in-person training. This training date and time will be announced via e-mail to LARC PIs and users. Any individual requesting security access to the LARC must complete this training before access will be granted.
 - b. Topics covered will include:
 - i. Facility security and access
 - ii. Facility specific policies
 - iii. Laboratory Animal safety
 - iv. Anesthetic and surgical records
 - v. Recognizing disease signs and the process for reporting sick animals.

- vi. Process for reporting animal welfare concerns
 - vii. Controlled substance
 - viii. Procedures for Category E studies
 - ix. Emergency evacuation procedures
- VII. Training or demonstration of skills for category D or E procedures and animal handling and restraint.
- a. It is the policy of the LARC that any individual who will be participating in USDA pain category D or E procedures must receive in-person training and/or demonstrate capability in the proposed procedure.
 - i. Exceptions to this training requirement may be granted for individuals with formal clinical training (such as MD or DVM) and with prior training or experience in the proposed animal procedures.
- VIII. Signed training certification
- a. All individuals requesting security access will be required to read and sign a certification verifying the receipt of training and their intent to follow established facility procedures.
- IX. Revocation of security access
- a. The LARC may revoke security access to animal facilities. Potential causes for revocation include:
 - i. Departure or dismissal from the University
 - ii. If individuals are not formally associated with an approved IACUC protocol housed in the facility.
 - iii. Following completion of a research project.
 - iv. Abuse or misuse of animals.
 - v. Failure to complete and submit annual health status questionnaire to medical professionals
 - vi. Non-compliance with facility SOPs that place animals or personnel at risk of harm
 - vii. Non-compliance with facility security practices
 - viii. Repeated non-compliance with facility SOPs despite corrective and retraining efforts
 - b. Any individual who believes they have had facility access improperly revoked may appeal to the Vice President for Research and Graduate Studies (VPRGS)

Certification That I Have Received Training

1. I will follow all facility standard operating procedures to the best of my ability.
2. I will ensure others follow all facility standard operating procedures to the best of their ability.
3. I will report all laboratory accidents, and near misses to the principal investigator and the LARC.
4. I will report symptoms which match the clinical presentation of pathogens I am working with in the laboratory environment to the principal investigator and the LARC.
5. I will report any significant change in my medical condition to the LARC office. (Medical conditions may include but are not limited to diabetes, heart disease, pregnancy, medications which may cause seizures/compromised immune functions, and chronic asthmatic conditions.)
6. I will notify the LARC administration if I identify a lack of adequate training in myself or others.
7. I will report any incidences of deficiencies in animal welfare to the IACUC office.
8. I will report any unexpected death or illness of research animals to the facility veterinarian.
9. I will immediately report any loss or misuse of a controlled substance to USU police and the facility veterinarian.
10. I recognize that failure to comply with facility standard operating procedures and practices may result in restriction or loss of access to the animal facilities.
11. I will work to the best of my ability with all personnel involved in animal research to maintain a safe and healthy environment for the animals and personnel.

CITI TRAINING MODULES

Access at www.citiprogram.org

Working with the IACUC- Everyone requesting facility access must complete working with the IACUC, regardless of what activities they will be participating in. This includes individuals who will not be directly interaction with animals.

Aseptic Surgery- Complete this course if you will be working on any surgical procedures in any species

Reducing pain and distress in Laboratory Rodents- Complete this course if you do anything potentially painful with rodents. This includes surgery and infectious disease work.

Working with Amphibians- Complete this course if you use any amphibians (frogs, newts, salamanders etc)

Working with Cats Complete this course if you use cats in teaching or research

Working with Dogs- Complete this course if you use dogs in teaching or research

Working with Ferrets Complete this course if you use ferrets in teaching or research

Working with Gerbils- Complete this course if you use gerbils in teaching or research

Working with Guinea Pigs Complete this course if you use guinea pigs in teaching or research

Working with Hamsters Complete this course if you use hamsters in teaching or research

Working with Mice Complete this course if you use mice in teaching or research

Working with Rabbits Complete this course if you use rabbits in teaching or research

Working with Rats Complete this course if you use rats in teaching or research

Working with swine Complete this course if you use pigs in teaching or research

If you work with a species not listed in the CITI module page the LARC will provide appropriate training to meet your needs.