Northwestern University New Researcher Checklist: Rodent Animal Users

This checklist is designed to assist new research staff to fulfill all of the necessary Institutional Animal Care and Use Committee (IACUC) and Center for Comparative Medicine (CCM) requirements to work with rodents in a CCM animal facility. Please complete the following tasks in the order in which they are listed. Please note that the AALAS on-line training classes and enrollment in the OHSP can be completed at the same time.

Step 1. IACUC Requirements

☐ Complete American Association for Laboratory Animal Science (AALAS) on-line training classes
  o Contact Bruce Roberts at OPRS/IACUC to create a username and password:
    ▪ 312-503-9339 or 312-503-2618
    ▪ b-roberts@northwestern.edu
  o Additional information regarding the completion of AALAS classes is located on the IACUC website.

☐ Enroll in the Occupational Health and Safety Program (OHSP)
  o Bruce Roberts will send you the instructions for completing the Occupational Health and Safety Program (OHSP) requirement along with the AALAS Learning Library information.
  o The enrollment authorization form and the medical questionnaires are located on the IACUC website.

☐ Verify that your Principal Investigator (PI) has submitted an Animal Study Protocol (ASP) or ASP Addendum to the IACUC office adding you to a protocol.
  o All researchers must complete their OHSP requirements before they can be approved on an Animal Study Protocol (ASP) or ASP Addendum.
  
  *Note:* Notification of OHSP completion does not indicate that you have been approved on your protocol.

☐ If you have any questions in reference to one of the above steps, please contact Bruce Roberts, Department Assistant at (312) 503-2618, (312) 503-9339 or at b-roberts@northwestern.edu.

Step 2. Center for Comparative Medicine Facility Orientation

☐ Register for the Facility Orientation
  o Contact the CCM Quality and Training Office @ 312-503-2758, to register for an orientation session.
    ▪ Orientation training requires Occupational Health and Safety Program enrollment, and AALAS Online training
    ▪ Protocol approval is not required for scheduling the Orientation

<table>
<thead>
<tr>
<th>Chicago Campus Orientation</th>
<th>Evanston Campus Orientation</th>
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<tbody>
<tr>
<td>Wednesdays at 9:00am or Thursdays at 1:30pm</td>
<td>Tuesdays at 1:00 pm and Fridays at 10:30 am</td>
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<tr>
<td>Duration: 2 Hours (includes facility tour and hands on training)</td>
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<tr>
<td>CCM Training Conference Room</td>
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Step 3. Center for Comparative Medicine Facility Access Information and Process
All access rights for the Chicago and Evanston campus are assigned to the Biometric Wildcard. An email with instructions for receiving the Biometric Wildcard from the Wildcard Office will be sent to researchers after scheduling an Orientation.

Once you have obtained your Biometric Wildcard, you may visit the CCM Office (14 Searle for Chicago, Pancoe basement for Evanston) to activate your card and record fingerprints. Your card will be activated for programming, but access will not be assigned until you have been approved on a protocol and have completed an Orientation.

1. Call the CCM Quality and Training Office to verify that your name is listed on your PI's ASP or addendum and schedule yourself for an Orientation @ 312-503-2758.

2. If you have been approved on your PI's protocol at the time of your Orientation, you will be given access the same day.

3. If you are not approved on your protocol at the time of your Orientation, you will not be issued access to the facility. Once you have been approved on your protocol call the CCM Quality and Training Office for access @ 312-503-2758.

**NOTE:** All protocol approval notifications will be sent to PIs and Lab Managers.

**Step 4.** Determine if your protocol requires any training.

**Determine if your protocol requires any additional training.**

- Ask your PI or Lab Manager if you will be required to take any additional training classes to be in compliance with your protocol.

- In some cases, training is required prior to use of equipment, or being granted access to certain areas. The below check-off list is provided:
  - *Recommended prior to animal work
  - **Required prior to animal work

  - Introduction to Surgery for Rodent Users*
  - Surgical Equipment Sterilization Training*
  - Reserve rodent anesthesia machines**
  - Access containment facilities**
  - Access the quarantine facility in Evanston**
  - Access the digital x-ray room and equipment**
  - Access the ultrasound machine and equipment**
  - Access the irradiator**
  - Order and/or handle controlled substances**
  - Species-specific handling and restraint*
    - 1) Mouse  2) Rat  3) Hamster  4) Guinea Pig  5) Gerbils
  - Experimental techniques
    - Substance Administration
      - Oral Gavage
      - IV
      - IM
      - SC
      - ID
☐ Retro-Orbital Injection
☐ Other: _________________________________

Blood Collection
☐ Lateral Tail Vein (e.g., Mouse or Rat)
☐ Cardiac Puncture (e.g., Mouse or Rat)
☐ Submandibular Vein (e.g., Mouse)
☐ Retro Orbital (e.g., Mouse or Rat)
☐ Rodent Tail Tip Extraction (e.g., Mouse or Rat)
☐ Tail Nicking (e.g., Mouse or Rat)
☐ Jugular Vein (e.g., Rat)
☐ Sublingual Vein (e.g., Rat)
☐ Other: __________________________________

Specialized Training: ___________________________

Please fill out the Training Request Form, found at the Training Classes and Visitor Information page on the CCM Website and submit the completed form to Andrew Feeney, CCM Quality and Training Office. To discuss training options for you and your lab, please call the Training office at 312-503-2758.