

**Animal Facility 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:** | | | **Phone:** |

**□ Undergraduate □ Graduate Student □ Ph.D. □ Post-doctoral Fellow □ Staff**

**□ Work-Study □ Summer Student □Volunteer**

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| **This is a guide for the Facility supervisors/staff to use when orientating new facility users**  **Please provide a copy to the user for future reference**  **Standard Operating Procedures (SOPs) can be found at** [**www.uwindsor.ca/acc**](http://www.uwindsor.ca/acc) | | |
| **Topic** | | |
| **Safety** | | |
|  | | Completed Animal Facility New User/Staff Training Checklist  This includes: (1) Online Animal Care Committee Modules  (2) Species-Specific 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 **SOP AH33** Biosecurity |
|  | | Protocol for entering facility-sticky floor mats, disinfectant sprays/ foot baths, clean to dirty room use, items that 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 **SOP MA23** Dress Code Policy |
|  | | Appropriate personal protective equipment to be worn in the designated area |
|  | | Visitors’ policy and sign-in log |
|  | | First aid kit location |
|  | | Eyewash 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) |
|  | | SDS-Disposal of chemicals, disinfectants used |
|  | | Fume hoods and Biosafety Cabinets **SOP MA21** BSC use |
|  | | **SOP SA02** - Safety Practices in the Animal Facility |
|  | | **SOP SA03** - Occupational Health and Safety in Experimental Animal Facilities |
|  | | **WHMIS -** University of Windsor’s WHMIS program can be found at https://www.uwindsor.ca/humanresources/safety/whmis |
| **Record Keeping** | | |
|  | Census Sheets: new arrivals, deaths, breeding **SOP AD11** Record-Keeping | |
|  | 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 AD11** Record-Keeping | |
|  | **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 AH09** Injectable Rodents, **AH09A** Isoflurane Inhalation Anesthetic in Rodents | |
|  | **SOP MA18** – Animal Transportation | |
| **Rodent Care** | | |
|  | **Housing:** **SOP AH13** - Small Rodent Husbandry | |
|  | **Housing:** **SOP AH11** - Housing and Care for Breeding Mice | |
|  | **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: SOP AH28 -** [Barrier Facility Entry](http://www1.uwindsor.ca/acc/system/files/Revised%20Barrier%20Entry%20SOP%20-%20Revised%20April%202014.docx) | |
|  | **Entry: SOP 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: SOP AH12** - [Barrier Quarantine Entry](http://www1.uwindsor.ca/acc/system/files/Barrier%20Quarantine%20Entry%20SOP%20-Edit%20April%202014.docx) | |
|  | **Entry: SOP AH15** - [Quarantine Entry](http://www1.uwindsor.ca/acc/system/files/Quarantine%20Room%20Entry%20Procedure-%20April%202014.docx) | |
|  | **SOP AH53**-Mouse Viral Experimental Room 92A Entry and Exit, **SOP AH57** Mouse Viral Room Disposal of Biohazard waste and Contaminated items | |
|  | **SOP AH10 -** [Escaped Rodent Protocol](http://www1.uwindsor.ca/acc/system/files/Escaped%20Rodent%20SOP%20April%202014.docx) | |
|  | **SOP AH38-**Rodent Tumour Monitoring | |
| **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 MA21** - Biological Safety Cabinet Use Level 1 & 2 Barrier Facility | |
|  | Bio-Hazardous Material -Usage & Disposal-SDS  Specific handling, administration, containment, and disposal | |
|  | Other training required (if applicable):  i.e. radiation, laser, scientific exemption…. | |
| **Aquatic Care** | | |
|  | Aquatic Health Monitoring SOP **AH43** | |
|  | Quarantine, Handling, Care and Maintenance of Fish **SOP AH24** | |
|  | Housing Density **SOP MA01** | |
|  | Catching, Handling, and Acclimation of Wild-Caught Fish **ACC SOP AH60** | |

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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 the Training Checklist and submit to the ACC Coordinator acc@uwindsor.ca**