

**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 ChecklistThis 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%28Fish%2C%20Frogs%2C%20Lamprey%29_final%283%29.doc) |
|  | **Endpoints:** **SOP AH26** - [Endpoint for Rodent (Rat, Mouse, and Hamster)](http://www1.uwindsor.ca/acc/system/files/AH26%20Endpoint%20for%20%20Rodent%20%28Rat%2C%20Mouse%2C%20Hamster%29_final%282%29.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%281%29%281%29.docx) |
|  | **SOP AH01B** - [Sentinel Monitoring Barrier Facility Caging](http://www1.uwindsor.ca/acc/system/files/Sentinel%20Monitoring%20Program%20Barrier%20Facility_final%282%29%281%29.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%281%29_docx-1%281%29.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-SDSSpecific 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**