

ORIENTATION OF ANIMAL CARE STAFF
DIVISION OF COMPARATIVE MEDICINE

Employee Information:

Name: _____ Start date: _____

Position: _____ Employee Status: USPS OPS Other: _____

Facility (circle all that apply): ALZ BPB CAMLS CPH IDRB MDC MDD PCD SRB

Discuss: _____ **(Assistant Director)**

Human Resources/Payroll Concerns/Divisional Policies

- _____ Letter of Offer completed
 - _____ Met with HR representative
 - _____ Direct Deposit
- _____ GEMS: How to access and use (tutorial information)
- _____ Timesheets (recording hours worked, submitting)
 - _____ 0 Tw 2MC / _____

Orientation & Training (SOP #013)
Topics: work schedules, sick/late calling procedures, requesting time off, conduct
Management completed

Occupational Health & Safety

- _____ Health, Hygiene, & Laboratory Attire (SOP #905)
- _____ Use of Personal Protective Equipment (SOP #1008)
- _____ Health and Risk Assessment form (RIC IACUC DC #004)
- _____ USF Medical Health Administration consultation required. Contact 974-3163 for an appointment.
 - _____ Appointment time/date _____ AM PM on ___/___/___
 - (Employee should provide documentation of current immunization status at time of appointment)
- _____ Introduce the topics below and how they are related to the animal care and use program
 - _____ Serology
 - _____ TB testing
 - _____ Tetanus
 - _____ Rabies
 - _____ Hepatitis B
- _____ Occupational Health & Safety (SOP #032)
 - _____ Hearing Conservation Program –complete Hearing Conservation Memo CMDC #232
 - _____ Respiratory Protection Program -complete Respiratory Protection Memo CMDC #231
 - Original memos to new employee's personnel file & copy to employee
- _____ Work-related injuries (SOP #029 & #031)
- _____ Chemical Hazard Communication (SOP #906)
- _____ Chemical Hygiene Plan/MSDS information (SOP #901)

Training & Regulations

- _____ Introduction to New Employee Training Checklist
- _____ Disaster Response Policy
 - _____ Introduce Emergency Contact Sequence
- _____ Biosafety training (Facility Manager arrange attendance in next available training course)
- _____ Lab/Chemical safety training (Facility Manager arrange attendance in next available training course)
- _____ IACUC guidelines
- _____ The Guide, AWA, PHS Policy (copies to be returned)

Signature of Assistant Director

Date

Site Requirements

- _____ Identification cards
- _____ Access Card (if applicable)
- _____ Keys (if applicable)
- _____ Parking & Permits
- _____ Scrubs
- _____ Shoes
- _____ Locker space

Contacts

- _____ Facility specific list of phone numbers/contacts

Dress Code Procedures/Handling of Caging & Animals for

- _____ Conventional room (SOP #905)
- _____ Transgenic room (SOP #413)
- _____ Isolation/Biohazard room (SOP #408 & #415)
- _____ Quarantine (SOP #411)

Animal Husbandry

- _____ Standard caging and husbandry (SOP #400 & #413)
- _____ Standard weaning practices
- _____ Exposure of sentinels (SOP #402)
- _____ General animal room cleaning and sanitation duties (SOP #015 & #016)
- _____ Paperwork usage and record keeping
- _____ Documentation of health concerns and resolution of veterinary treatments
- _____ Disposal of carcasses (SOP #017)
- _____ Use of facility supplied gasses/CO2 (SOP #401)
 - _____ Location of
 - _____ How to use
 - _____ How to tag
- _____ Reporting Facility Issues (lights out, water leaks, etc.)

Transportation of Animals (SOP #007, forms)

- _____ Within the Facility
- _____ To Outside Labs
- _____ Between Facilities

Technical Support Offered/Available

- _____ Available Technical services offered to research staff (and how scheduled)
- _____ Scheduling of training time for technician with Training Coordinator/others
- _____ Billing of Technical Services

Reporting Animal Welfare Concerns

- _____ Mechanisms and phone numbers (refer to signage)

Health Surveillance of Animals (SOP #005 & #006)

- _____ Sentinel Program (SOP #410)
- _____ Veterinary Requests and Rounds

Safety

- _____ Safety within the Facility
 - _____ Eating and drinking restrictions
 - _____ Use of and disposal of sharps and PPE (SOP #902 & #1008)
 - _____ Use of and disposal of radio-isotopes or biohazards
 - _____ Evacuation and take cover routes (SOP #907)
 - _____ Location of Fire extinguishers
 - _____ Chemical Hazard Communication (SOP #906)

