Onboarding Checklist for Animal Users

Use this checklist to help facilitate the IACUC-approval process for new animal users. Complete these steps sequentially. Read the IACUC policy for more information, including short-term personnel requirements and restrictions* (eCommons login required).

**Step 1**
Obtain a HUID.
Animal users must obtain a HUID / XID to access the Harvard Training Portal and eIACUC. Non-Harvard affiliates without a HUID may need to fill out a HUID application and send it to eSupport (see instructions).

**Steps 2 & 3**
Complete IACUC courses.
Animal users must complete the required IACUC courses. Principal Investigators or their designee (i.e. Lab Manager / proxy) will register users through the Harvard Training Portal. Contact the Harvard Training Portal directly for any questions regarding their system; otherwise contact the Office of the IACUC for assistance.

<table>
<thead>
<tr>
<th>Applicable User</th>
<th>Initial Training</th>
<th>Refresher Training (Every 3 Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All personnel</td>
<td>Working with the IACUC (FAS and HMS)</td>
<td>Refresher: Working with the IACUC (FAS and HMS)</td>
</tr>
<tr>
<td>Mammal or bird users</td>
<td>Working with BL2-N Infectious Agents in Animals (HMS)*</td>
<td>Same</td>
</tr>
<tr>
<td>Rodent users</td>
<td>HCCM Cage Based Rodent Records and Necessary Forms (HMS)</td>
<td>Same</td>
</tr>
<tr>
<td>Users performing survival surgery on rodents</td>
<td>Survival Rodent Surgery (ILT - HMS) (Instructor-led; register to schedule)</td>
<td>Survival Rodent Surgery (WBT - HMS)</td>
</tr>
<tr>
<td>Users working with USDA-covered species</td>
<td>USDA Medical Records (ILT - HMS) (Instructor-led; register to schedule)</td>
<td>USDA Medical Records (WBT - HMS)</td>
</tr>
<tr>
<td>Non-human primate (NHP) users†</td>
<td>Working Safely with Non-Human Primates (HMS)</td>
<td>Same</td>
</tr>
<tr>
<td>Aquatic users (Additional training for other aquatic species may be required on a case-by-case basis)</td>
<td>Introduction to Zebrafish (HMS) (Required only for zebrafish users)</td>
<td>Same</td>
</tr>
<tr>
<td></td>
<td>Working with Laboratory Xenopus (HMS) (Required only for xenopus users)</td>
<td></td>
</tr>
</tbody>
</table>

*Please notify HCCM before starting work with BL2 or toxic agents within the animal facilities or satellite areas.

Enroll in the Occupational Health & Safety Program.
Animal users must complete a Health Questionnaire. Visitors may provide proof of enrollment from their institution. All animal users must receive a new clearance once every three years.
†Personnel working with NHPs or those working in labs adjacent to NHP housing and use areas must attend a tuberculosis (TB) screening, and complete the Working Safely with Non-Human Primates (HMS) course. Labs will be notified of the screening dates in advance (one day for the test, and a read two days later). Additionally, personnel must be vaccinated for measles. Provide a copy of immunization records as proof; a MMR titer immunity test must be administered if immunity cannot be confirmed. Note: Tests and vaccinations are available on-campus, but may be completed externally if timing is a concern.

**Step 4**
Join an eIACUC protocol.
Animal users must be listed on eIACUC protocols as Key Personnel. Lab members may add the new animal users as an Amendment or during a New Protocol / Three-Year Renewal review process. *Short-term personnel without HUIDs must instead fill out a form.
Wait for IACUC approval before working with animals. Users must read the protocol and familiarize themselves with all of the requirements and subtleties related to the activities described.

**Step 5**
Access the animal facilities.
All animal users must submit a Facility Access Request to schedule an orientation. After the orientation, users must complete the assigned HCCM Facility Orientation (HMS) assessment course in the Harvard Training Portal.
* Rodent users must also complete the separate HCCM Facility Orientation Primer (HMS) course through the Harvard Training Portal. Contact HCCM if you have not been assigned to this course.

*Instructor-led; register to schedule
+Commons login required
*All animal users must submit a Facility Access Request to schedule an orientation. After the orientation, users must complete the assigned HCCM Facility Orientation (HMS) assessment course in the Harvard Training Portal.
†Please notify HCCM before starting work with BL2 or toxic agents within the animal facilities or satellite areas.

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