HARVARD MEDICAL SCHOOL | OFFICE OF THE Institutional Animal Care & Use Committee

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 Training Requirements for Animal Researchers policy for more information, including *short-term personnel* requirements and restrictions*.

Step 1

Obtain a HUID.	Animal users must obtain a HUID / XID to access both the Harvard Training Portal (HTP) and eIACUC. *Non-Harvard affiliates* without a HUID may request a POI role with the Office of the IACUC.

Steps 2 & 3

Complete IACUC courses.

Animal users must complete IACUC-required training. These courses have restricted access – Principal Investigators (PIs) or their Proxy (i.e. Lab Manager) must first register their users to at least the "**Working with the IACUC (FAS and HMS)**" course, thereby granting users the ability to self-enroll.

Applicable User	Initial Training	Refresher Training *(Every 3 Years)*
All personnel *(Including short-term personnel)*	• **Working with the IACUC (FAS and HMS)**	• **Refresher: Working with the IACUC (FAS and HMS)**
Mammal or bird users	• **Working with BL2-N Infectious Agents in Animals (HMS)†** • **Safe Use of Toxic and Hazardous Materials in Animals (HMS)†**	• Same • Same
Rodent users	• **Rodent Euthanasia and Compassion Fatigue (HMS)** • **HCCM Cage Based Rodent Records and Necessary Forms (HMS)** • **HCCM Facility Orientation Primer (HMS)** *(Must be completed before scheduling HCCM facility orientation)* • **HCCM Rodent Handling (HMS)** *(Required for users < 3 months experience with animals)*	• Same • Same • Not applicable (one-time course) • Not applicable (one-time course)
Users performing survival surgery on and/or providing post-op care to rodents	• **HCCM Rodent Surgery (Blended - HMS)** *(Web-based training followed by an instructor-led session)*	• **Survival Rodent Surgery (WBT - HMS)**
Users working with USDA-covered species *(e.g. hamsters, non-human primates, rabbits, etc.)*	• **USDA Medical Records (Blended - HMS)** *(Web-based training followed by an instructor-led session)* • **AWA Emergency Plan (HMS)**	• **USDA Medical Records (WBT - HMS)** • Same (to be retaken every year)
Non-human primate (NHP) users‡	• **Working Safely with Non-Human Primates (HMS)**	• Same
Aquatic users *(Additional training for other aquatic species may be required on a case-by-case basis)*	• **Introduction to Zebrafish (HMS)** *(Required only for zebrafish users)* • **Working with Laboratory Xenopus (HMS)** *(Required only for xenopus users)*	• Same • Same

†Please notify HCCM before starting work with BL2 or toxic agents within 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 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; an 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 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 Form to schedule a facility orientation – rodent users must first enroll in the **HCCM Facility Orientation Primer (HMS)** course. After the orientation, all users must also complete the assigned **HCCM Facility Orientation (HMS)** assessment course in HTP.