



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.

Applicable User	Initial Training	Refresher Training (Every 3 Years)
All personnel <i>(Including short-term personnel)</i>	<ul style="list-style-type: none"> Working with the IACUC (FAS and HMS) 	<ul style="list-style-type: none"> Refresher: Working with the IACUC (FAS and HMS)
Mammal or bird users	<ul style="list-style-type: none"> Working with BL2-N Infectious Agents in Animals (HMS)[†] Safe Use of Toxic and Hazardous Materials in Animals (HMS)[†] 	Same
Rodent users	<ul style="list-style-type: none"> HCCM Cage Based Rodent Records and Necessary Forms (HMS) 	Same
Users performing survival surgery on rodents	<ul style="list-style-type: none"> HCCM Rodent Surgery (Blended - HMS) <i>(Web-based module followed by instructor-led session)</i> 	<ul style="list-style-type: none"> Survival Rodent Surgery (WBT - HMS)
Users working with USDA-covered species	<ul style="list-style-type: none"> USDA Medical Records (ILT - HMS) <i>(Instructor-led; register to schedule)</i> 	<ul style="list-style-type: none"> USDA Medical Records (WBT - HMS)
Non-human primate (NHP) users [‡]	<ul style="list-style-type: none"> Working Safely with Non-Human Primates (HMS) 	Same
Aquatic users <i>(Additional training for other aquatic species may be required on a case-by-case basis)</i>	<ul style="list-style-type: none"> Introduction to Zebrafish (HMS) <i>(Required only for zebrafish users)</i> Working with Laboratory Xenopus (HMS) <i>(Required only for xenopus users)</i> 	Same

[†]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; 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 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.