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Overview and purpose descriptions: The purpose of this checklist streamline the process for onboarding undergraduate students and granting them access to a CMAF Facility. This checklist will hopefully guide your students through the process in an efficient and clear step-by-step process.

Step #	Step title	Description (what, why, where, how and/or when)	Responsible	Links	Contacts
		<mark>**STEPS 1 – 4 ARE REQUIRED BEFORE CONTACTING JAMIE WOLF.**</mark> **See IACUC Protocol Onboarding Checklist first.**			
1	Completion of Initial IACUC Add to Protocol	• Complete initial lab or species training and obtain a Q number. A Q number is required before approval to access the Animal Facilities without supervision.	IACUC, PI, and Undergrad		Deana Galema – dgalema@purdue.edu
2	Create Qualification Form and Risk Assessment Form Complete the safety verification form <mark>**See the IACUC Protocol Onboarding Checklist for all steps**</mark>.	• **Create an Animal Use Qualification/Risk Assessment Form in the on-line database. (link) Here you will enter your name, education, supervisor, and what training you have received, if any. You must complete all 3 tabs: Profile, Qualifications, and Risk Assessment tab. You should complete this with your supervisor so that it is accurate. You may or may not have received any animal specific training at this point. If not, just list the species you will be working with on the project. Listing the species will help determine what CITI modules you will need to take and how your Risk Summary Form is written.** • **Animal Exposure Occupational Health Program Risk Summary.** A summary of your occupational health risks when working with animals will be written and returned to you based on the information that you provided in your Risk Assessment Form . **A Participation/Declination Form will be returned to you at the same time as the Risk Summary Form. If no hazards or risks are involved and if a N95 respirator is not required, you may decline the program. Please note that the Risk Summary and Animal Safety Verification Form will indicate if you must participate. The Participation/Declination Form must be returned to the IACUC office. This is mandatory, not optional. If required to participate,**	Undergrad/OI or delegate & IACUC Office	Animal Use Qualifications database Guide to profile completion	Deana Galema dgalema@purdue.edu Heather Boudreau hrboudre@purdue.edu

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		you will be sent information on how to make your medical appointment with the Regional Occupational Care Center.			
3	Complete N95 fit testing if required by protocol	• If the Protocol requires N95 protection, the ROCC appointment and fit testing are needed before approval to access the Animal Facilities. • Receive a N95 fit test certification card. If a N95 is not required, please skip this step.	PI, Undergrad		Heather Boudreau hrboudre@purdue.edu
4	Be added to a Protocol	• Please ensure that the student is added to the protocols that they will be working on. • Please ensure that student understands the work they will be doing before sending them for training.	PI, Undergrad		
5	Contact CMAF Operations Manager	Contact Jamie Wolf, Operations Manager with CMAF, to schedule a Facility Orientation	Undergrad		Jamie Wolf wolf4@purdue.edu
6	Addition to Brightspace	Jamie will add the student to the CMAF Onboarding Brightspace.	Jamie Wolf	https://purdue.brightspace.com/d2l/home/6824	Jamie Wolf Wolf4@purdue.edu
7	Code of Conduct & Supplemental form	• Download the forms from Bright Space • Complete the forms • Get signatures from PI • Upload forms into Brightspace Assignments • Upload a copy of N95 fit test card if N95 is required on protocol. • Make appointment with Jamie Wolf to attend Facility Orientation.	Undergrad		Jamie Wolf wolf4@purdue.edu
8	Attend Facility Orientation	• Prior to attending your Orientation Date, make sure your Code of Conduct and Supplement forms are signed and uploaded into Bright Space. • If you have a N95 requirement, bring the N95 fit test card or ensure a copy is uploaded to Bright Space. • Bring copies of all protocols the student is involved in. • Bring a copy of your Safety Verification form • **If you do not have these items, you will be turned away from the orientation and must reschedule.**	Undergrad		Jamie Wolf wolf4@purdue.edu

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9	Pass Quiz	You must pass the quiz at the end of the orientation to move forward in the process.	Undergrad		
10	Tour of Facility Manager	Schedule and attend a tour with the Animal Facility Manager of each animal facility that you will be working in. After the tour, paperwork will be signed, and keys or swipe access will be granted.	Undergrad, CMAF Facility Manager		LSA – Karen Wethington wethingk@purdue.edu HANS, RHPH, MJIS, BIND – Mary Larimore larimorm@purdue.edu AHF – Stephanie Griswold griswold@purdue.edu

Training Provided by the Laboratory Animal Program Training Coordinator, Carol Dowell and LAP Veterinary staff, is separate from the CMAF Training/Orientation. The LAP training is related to activities listed on the individual Protocols, such as anesthesia, injection, suturing, etc.

PI's – Please make sure all students are fully briefed on the activities they will be performing on the Protocol prior to sending them to LAP for training. This will help us cover exactly what they need for training.

Please go to the LAP website to view and sign up for these trainings. https://www.purdue.edu/research/oevprp/regulatory-affairs/animal-research/lap/workshops-events.php or email DDCLAP@purdue.edu with questions.