

The purpose of this checklist is to streamline the process for onboarding personnel and adding them to an IACUC-approved animal use protocol. This checklist will guide you in an efficient and clear step-by-step process.

Step #	Step title	Description (what, why, where, how and/or when)	Responsible	Links	Contacts
1	Lab-specific training introduction	<p>Review details needed to complete training, including but not limited to personnel's role in the project:</p> <ul style="list-style-type: none"> <li>• pertinent protocol details</li> <li>• active participation or observing</li> <li>• species the person will work with</li> <li>• needed techniques (e.g., handling, injections, etc.)</li> <li>• Hazards associated with the project: biohazards, chemical hazards, etc.</li> <li>• Review: the Animal Safety Verification Form written for the protocol that the person will work on. The form can be found in your Coeus protocol record, under the IACUC Admin Attachment tab. This form will indicate if an N95 must be worn for your study and also discuss any hazardous substances.</li> </ul>	PI or delegate	<a href="#">Coeus Light Protocol platform</a>	
2	Create Qualification Form and Risk Assessment Form	<p><b>Create an Animal Use Qualification/Risk Assessment Form</b> in the on-line database. (<a href="#">link</a>) 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 (Step 5) you will need to take and how your Risk Summary Form (Step 3) is written.</p>	Protocol Personnel / PI or delegate	<a href="#">Animal Use Qualifications database</a>  <a href="#">Guide to profile completion</a>	Deana Galema – <a href="mailto:dgalema@purdue.edu">dgalema@purdue.edu</a>

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3	Risk Summary	<b>Animal Exposure Occupational Health Program Risk Summary.</b> 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 (Step 2 above).	IACUC Office		Heather Boudreau <a href="mailto:hrboudre@purdue.edu">hrboudre@purdue.edu</a>
4	Accept/Decline Form	A Participation/Declination Form will be returned to you at the same time as the Risk Summary Form. <b>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, you will be sent information on how to make your medical appointment with the Regional Occupational Care Center.</b>	IACUC Office / Protocol Personnel		Heather Boudreau <a href="mailto:hrboudre@purdue.edu">hrboudre@purdue.edu</a>
5	CITI modules	Based on review of your animal use profile and qualifications tabs, the IACUC assigns CITI module training requirements. You will be notified via email of your assigned modules. You must complete the assigned modules prior to receiving a qualification number.	IACUC Office / Protocol Personnel	Email will be sent once assigned	Deana Galema – <a href="mailto:dgalema@purdue.edu">dgalema@purdue.edu</a>
6	Hands-on training / Hands-on training registration	In-person animal training may be provided by the PI or a trained delegate. If you need instruction from the LAP Training Coordinator, you will need to register for a class. Regardless of how hands-on animal training is received, it must be documented.	Protocol Personnel / PI	<a href="https://www.purdue.edu/research/oevprp/regulatory-affairs/animal-research/lap/workshops-events.php">https://www.purdue.edu/research/oevprp/regulatory-affairs/animal-research/lap/workshops-events.php</a>	Carol Dowell – <a href="mailto:dowellc@purdue.edu">dowellc@purdue.edu</a>
7	Hands-on training completion	To keep your qualifications accurate, update your animal use qualification tab with species, technique and <u>date</u> of completed training.	Protocol Personnel	<a href="#">Animal Use Qualifications database</a>	
8	Training approved	PI receives email from qualification database when training date has been entered and will be asked to approve.	PI		.

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9	Qualification Number Assigned	Once animal use profile, qualifications, risk assessment, and CITI modules have been completed, the IACUC will send you a qualification number. You should then provide the number to your PI to be added to the approved protocol. Adding you to the animal use protocol is required prior to any unsupervised animal work.	IACUC, PI and Protocol Personnel	<a href="https://www.purdue.edu/business/coeus/IA/CUC_Protocols/Investigator_Guide_IACUC/index.html">https://www.purdue.edu/business/coeus/IA/CUC_Protocols/Investigator_Guide_IACUC/index.html</a>	Deana Galema – <a href="mailto:dgalema@purdue.edu">dgalema@purdue.edu</a>
10	Protocol Updated	PI adds Protocol Personnel's name to protocol which is then routed for approval. Once approved, student may <u>participate unsupervised</u> on the listed techniques of the protocol.	PI		Deana Galema – <a href="mailto:dgalema@purdue.edu">dgalema@purdue.edu</a>
		<b>If any techniques listed on the protocol require additional training, please see notes below.***</b>			
11	CMAF Animal Facility Access	<b>Please see CMAF Onboarding Checklist. The above must be completed before contacting Jamie Wolf for Facility Orientation.</b>			Jamie Wolf <a href="mailto:Wolf4@purdue.edu">Wolf4@purdue.edu</a>

\*\*\*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 hands-on animal 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](mailto:DDCLAP@purdue.edu) with questions.