

**ORIENTATION OF ANIMAL CARE STAFF**  
DIVISION OF COMPARATIVE MEDICINE

**Employee Information:**

Name: \_\_\_\_\_ Start date: \_\_\_\_\_

Position: \_\_\_\_\_ Employee Status: USPS OPS Other: \_\_\_\_\_

Facility (circle all that apply): ALZ BPB CAMLS CPH IDRB MDC MDD PCD SRB

**Discuss: (Assistant Director)**

**Human Resources/Payroll Concerns/Divisional Policies**

- \_\_\_\_\_ Letter of Offer completed
  - \_\_\_\_\_ Met with HR representative
  - \_\_\_\_\_ Direct Deposit
- \_\_\_\_\_ GEMS: How to access and use (tutorial information)
- \_\_\_\_\_ Timesheets (recording hours worked, submitting)
  - \_\_\_\_\_ OPS
  - \_\_\_\_\_ Staff
- \_\_\_\_\_ Address/Emergency Contact Form
- \_\_\_\_\_ Personnel file, training file, education file, occupational health & safety file
- \_\_\_\_\_ Employee Orientation & Training (SOP #013)
- \_\_\_\_\_ Divisional Policies for Employees: work schedules, sick/late calling procedures, requesting time off, conduct
- \_\_\_\_\_ Essential Personnel Acknowledgement completed

**Occupational Health & Safety**

- \_\_\_\_\_ Health, Hygiene, & Laboratory Attire (SOP #905)
- \_\_\_\_\_ Use of Personal Protective Equipment (SOP #1008)
- \_\_\_\_\_ Health and Risk Assessment form (RIC IACUC DC #004)
- \_\_\_\_\_ USF Medical Health Administration consultation required. Contact 974-3163 for an appointment.
  - \_\_\_\_\_ Appointment time/date \_\_\_\_\_ AM PM on \_\_\_/\_\_\_/\_\_\_
  - (Employee should provide documentation of current immunization status at time of appointment)
- \_\_\_\_\_ Introduce the topics below and how they are related to the animal care and use program
  - \_\_\_\_\_ Serology
  - \_\_\_\_\_ TB testing
  - \_\_\_\_\_ Tetanus
  - \_\_\_\_\_ Rabies
  - \_\_\_\_\_ Hepatitis B
- \_\_\_\_\_ Occupational Health & Safety (SOP #032)
  - \_\_\_\_\_ Hearing Conservation Program –complete Hearing Conservation Memo CMDC #232
  - \_\_\_\_\_ Respiratory Protection Program -complete Respiratory Protection Memo CMDC #231
  - Original memos to new employee's personnel file & copy to employee
- \_\_\_\_\_ Work-related injuries (SOP #029 & #031)
- \_\_\_\_\_ Chemical Hazard Communication (SOP #906)
- \_\_\_\_\_ Chemical Hygiene Plan/MSDS information (SOP #901)

**Training & Regulations**

- \_\_\_\_\_ Introduction to New Employee Training Checklist
- \_\_\_\_\_ Disaster Response Policy
  - \_\_\_\_\_ Introduce Emergency Contact Sequence
- \_\_\_\_\_ Biosafety training (Facility Manager arrange attendance in next available training course)
- \_\_\_\_\_ Lab/Chemical safety training (Facility Manager arrange attendance in next available training course)
- \_\_\_\_\_ IACUC guidelines
- \_\_\_\_\_ The Guide, AWA, PHS Policy (copies to be returned)

\_\_\_\_\_  
**Signature of Assistant Director**

\_\_\_\_\_  
**Date**

**Site Requirements**

- \_\_\_\_\_ Identification cards
- \_\_\_\_\_ Access Card (if applicable)
- \_\_\_\_\_ Keys (if applicable)
- \_\_\_\_\_ Parking & Permits
- \_\_\_\_\_ Scrubs
- \_\_\_\_\_ Shoes
- \_\_\_\_\_ Locker space

**Contacts**

- \_\_\_\_\_ Facility specific list of phone numbers/contacts

**Dress Code Procedures/Handling of Caging & Animals for**

- \_\_\_\_\_ Conventional room (SOP #905)
- \_\_\_\_\_ Transgenic room (SOP #413)
- \_\_\_\_\_ Isolation/Biohazard room (SOP #408 & #415)
- \_\_\_\_\_ Quarantine (SOP #411)

**Animal Husbandry**

- \_\_\_\_\_ Standard caging and husbandry (SOP #400 & #413)
- \_\_\_\_\_ Standard weaning practices
- \_\_\_\_\_ Exposure of sentinels (SOP #402)
- \_\_\_\_\_ General animal room cleaning and sanitation duties (SOP #015 & #016)
- \_\_\_\_\_ Paperwork usage and record keeping
- \_\_\_\_\_ Documentation of health concerns and resolution of veterinary treatments
- \_\_\_\_\_ Disposal of carcasses (SOP #017)
- \_\_\_\_\_ Use of facility supplied gasses/CO2 (SOP #401)
  - \_\_\_\_\_ Location of
  - \_\_\_\_\_ How to use
  - \_\_\_\_\_ How to tag
- \_\_\_\_\_ Reporting Facility Issues (lights out, water leaks, etc.)

**Transportation of Animals (SOP #007, forms)**

- \_\_\_\_\_ Within the Facility
- \_\_\_\_\_ To Outside Labs
- \_\_\_\_\_ Between Facilities

**Technical Support Offered/Available**

- \_\_\_\_\_ Available Technical services offered to research staff (and how scheduled)
- \_\_\_\_\_ Scheduling of training time for technician with Training Coordinator/others
- \_\_\_\_\_ Billing of Technical Services

**Reporting Animal Welfare Concerns**

- \_\_\_\_\_ Mechanisms and phone numbers (refer to signage)

**Health Surveillance of Animals (SOP #005 & #006)**

- \_\_\_\_\_ Sentinel Program (SOP #410)
- \_\_\_\_\_ Veterinary Requests and Rounds

**Safety**

- \_\_\_\_\_ Safety within the Facility
  - \_\_\_\_\_ Eating and drinking restrictions
  - \_\_\_\_\_ Use of and disposal of sharps and PPE (SOP #902 & #1008)
  - \_\_\_\_\_ Use of and disposal of radio-isotopes or biohazards
  - \_\_\_\_\_ Evacuation and take cover routes (SOP #907)
  - \_\_\_\_\_ Location of Fire extinguishers
  - \_\_\_\_\_ Chemical Hazard Communication (SOP #906)

