

**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

**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)

