Northwestern University New Researcher Checklist:  
Chicago Campus Large Animal Users

This checklist is designed to assist new research staff to fulfill all of the necessary Institutional Animal Care and Use Committee (IACUC) and Center for Comparative Medicine (CCM) requirements to work with canines, felines, swine, or rabbits in a CCM animal facility. Please complete the following tasks in the order in which they are listed. Please note that the AALAS on-line training classes and enrollment in the OHSP can be completed at the same time.

**IACUC: AALAS on-line training classes and OHSP Program**

☐ Complete American Association for Laboratory Animal Science (AALAS) on-line training classes
  o Contact Bruce Roberts at OPRS/IACUC to create a username and password:
    ▪ 312-503-9339 or 312-503-2618
    ▪ b-roberts@northwestern.edu
  o Additional information regarding the completion of AALAS classes can be found at http://www.research.northwestern.edu/oprs/acuc/trainingOHSP/

☐ Enroll in the Occupational Health and Safety Program (OHSP)
  o Complete and submit the enrollment authorization form to OPRS/IACUC
    ▪ Via fax: 312-503-0112
    ▪ Drop it off in the OPRS/IACUC office (Rubloff, 7th floor, Chicago, IL 60611)
  o Complete and submit the medical questionnaire by fax or personal delivery to:
    ▪ Corporate Health
      • Corporate Health, 9th Floor Suite 900
      • 676 N. St. Clair, Chicago, IL 60611
      • Ph: 312-926-8282, Fax: 312-926-1787
    ▪ Corporate Health Hours
      • Monday through Friday
      • 7:30a.m. to 4:30p.m.
  o The enrollment authorization form and the medical questionnaires are located on the IACUC website at http://www.research.northwestern.edu/oprs/acuc/trainingOHSP/

☐ Verify that your Principal Investigator (PI) has submitted an Animal Study Protocol (ASP) or ASP Addendum to the IACUC office adding your name as a Protocol Associate.
  o All researchers must complete their OHSP requirements before they can be approved on an Animal Study Protocol (ASP) or ASP Addendum.
  o Please note that notification of OHSP completion does not indicate that you have been approved on your protocol.

☐ If you have any questions in reference to one of the above steps, please contact Bruce Roberts.

**CCM: Orientation and Access to CCM Facilities**

☐ Register for the Lurie Orientation
  o Contact the CCM Training Office to register for an orientation session
    ▪ 312-503-2758
  o If you will be working with large animals and rodents, you will need to complete the Lurie Orientation:
- Held Mondays at 1:30pm or Wednesdays at 9:00am
- Includes IACUC mandated hands-on rodent euthanasia training and facility tour
- Lasts approximately 3 hours
  - If you will only be working with canines, felines, swine, or rabbits, please contact Susan Selva in the CCM Training Office.
  - Rabbit users require an additional hands-on rabbit training session.

Register for DVMAX and Medical Records training.
- DVMAX training sessions are held on the fourth Wednesday of every month, from 3:00-5:00pm
- Medical Records training is held on the fourth Thursday of every month, from 10:00am-12:00pm
- Contact Susan Selva in the CCM Training Office to register for DVMAX and Medical Records Training

Determine if your protocol requires any additional training.
- Ask your PI or Lab Manager if you will be required to take any additional training classes to be in compliance with your protocol, or if they would like you to learn any hands-on techniques.
  - Additional training is required to:
    - Reserve rodent anesthesia machines
    - Access containment facilities
    - Access the quarantine facility in Evanston
    - Access the digital x-ray room and equipment
    - Access the irradiator
    - Order or handle controlled substances
  - Other training sessions include:
    - Species-specific handling and restraint
    - Experimental techniques (i.e. injections, blood withdrawal, oral gavage, etc.)
    - Introduction to rodent surgery
- Please contact the Training Office to schedule any of the above classes or to discuss training options for you and your lab.

Determine what kind of access you will need.
- Chicago Campus
  - Lurie: CCM Access Card
  - Searle/Ward/Olson: Northwestern University WildCard
    - For access to the Surgical Suite on the 14th floor of Searle you will need to use your lab’s Intellikey
    - If your lab requires access to these areas and does not have an Intellikey, please contact the CCM Training Office
  - Lurie-Tarry Tunnel Doors: Northwestern University WildCard

Pick up your access card.
- Call the CCM Training office to verify your approval.
  - If you will be working in an area accessed by your WildCard, the CCM Training Office can activate your card remotely.
  - After approval has been confirmed, CCM Access Cards can be picked up at the CCM Training Office, on the 13th floor of the Searle building.
- If you have been approved on your protocol at the time of your Lurie Orientation, you will be given access to the rooms in CCM where your PI’s animals are housed.
  - Depending on which facility you will be working in, you will either be issued a CCM Access Card or your Northwestern University WildCard will be activated for access.
  - Once you receive an Access Card, this card is to be used by you and only you.
- If you are not approved on your protocol at the time of your Lurie Orientation, you will be granted access once you have been approved on your protocol.
  - Notifications of protocol approvals are sent to PIs and Lab Managers.
Make sure that your PI has submitted the ASP or addendum with your name listed as a Protocol Associate to the IACUC office.

☐ If you have any questions, please contact the CCM Training Office.

Contact Information

IACUC Office
Bruce Roberts
Department Assistant
(312) 503-2618
(312) 503-9339
b-roberts@northwestern.edu

Training Office
Susan Selva
Administrative Assistant II
Phone: (312) 503-2758
s-selva@northwestern.edu

Husbandry
Chicago Animal Facility husbandry related and general inquiries please call:
(312) 908-8257

Veterinary Staff
If you have questions for the Veterinary Staff please call:
(312) 503-1833 or
(312) 503-2613