**NEW LAB MEMBER CHECKLIST**

DIRECTIONS: This checklist is intended to help research staff navigate the training requirements that must be completed in order to receive Institutional Animal Care and Use (IACUC) Animal Use Protocol (AUP) approval and gain access to the Office of the Campus Veterinarian (OCV) animal facilities. When a step is completed, add the completion date to the highlighted line. Once dates have been added, return the form to [iacuctraining@ucr.edu](mailto:iacuctraining@ucr.edu). If you are exempt from training, please indicate N/A instead of a DATE.

Please note: You will need a University ID number to enroll in some of these classes.

**Occupational Health Enrollment:** <https://research.ucr.edu/document/ori-ohpenrollmentdocx>

1. DATE **Medical History Questionnaire (MHQ) submission**

All UCR staff and/or students who handle animals or animal tissue or who have access to the vivarium must complete this form.

**Once completed, email to Maria Hurtado at** [**mahurtado@llu.edu**](mailto:mahurtado@llu.edu)**, Monica Sandoval at** [**MonicaSandoval@llu.edu**](mailto:MonicaSandoval@llu.edu)**, and Maria Hernandez at** [**MariaHernandez@llu.edu**](mailto:MariaHernandez@llu.edu)

**CITI Program Training:** <https://www.citiprogram.org/>

To log in to the CITI Program website, click on “LOG IN THROUGH MY ORGANIZATION” to use UCR Single Sign On (SSO) to connect CITI certifications. Type in the “University of California at Riverside” in the available text box. You will be taken to the UCR Single Sign-On (SSO) page by clicking on the university. Once on the CITI webpage, select ‘Add a Course.’ Complete the questionnaire by selecting the courses you would like to enroll in. Follow-up questions will populate based on your selections. For example,

1. Select IACUC training and click next.

2. The following question will ask if you are a researcher or an IACUC member. Select researcher.

3. The module ‘Working with the IACUC: Introduction’ will be added to your active courses.

Please contact the IACUC Office (iacuctraining@ucr.edu) for assistance. Once completed, please forward the certificate provided to [iacuctraining@ucr.edu](mailto:iacuctraining@ucr.edu)

2. DATE **CITI:** **Working with the IACUC: Introduction**

All personnel listed on an AUP (including all Principal Investigators and Faculty Sponsors, even if they will not have direct animal contact) must complete the online CITI Working with the IACUC: Introduction training course to fulfill the IACUC training requirement prior to protocol approval. Triannual refresher training is also required.

3. DATE **Mouse and Rat users only: Species-Specific Training Videos**

4. DATE **Mouse and Rat users who will perform surgery: Aseptic Surgery** **Training Videos**

Watch the appropriate species-related video at <https://redit.ucr.edu/orApps/RI/Videos/Default.aspx>. You must also complete the aseptic surgery training if you are performing surgical procedures.

Your access code is:

Your access code expires on:

**OCV Vivarium Orientation:**

**Vivarium Access**

Once the above training requirements have been completed, you will receive an email from the IACUC Office informing you of completion and approval to work with vertebrate animals. If animals are housed in the OCV vivarium, the completion of training email you receive from the IACUC Office will include information on who to contact to complete vivarium orientation.