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| **Step 1** | | | |
| **MSU Training Requirements** | | **Details/Contacts** | **Date Completed** |
| **CITI Training** | * Investigators, Staff and Students * Principal Investigators (if applicable) * Species that you will be working with modules: e.g., Mice, Wildlife Research etc., * MSU Laboratory Animal Biosafety **and/or** * MSU Agricultural and Field Studies Animal Biosafety * Occupational Health Orientation - Research with Animals | [Online CITI Courses](https://www.montana.edu/orc/training/citi/index.html)  IACUC Program Manager  [Lauren Cantamessa](mailto:Lauren.cantamessa@montana.edu?subject=IACUC%20Website) |  |
| **Occupational Health and Safety (OHS)** | * Complete Risk Assessment * Completion of Occupational Medical Surveillance Form | [OHS Risk Assessment Form](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsurvey.alchemer.com%2Fs3%2F6270622%2FOSH-Risk-Assessment-Form-Part-1-Montana-State-University-Occupational-Medical-Surveillance-Part-II&data=05%7C01%7Clauren.cantamessa%40montana.edu%7C54b02bc2707d466f100008da33a2aa8c%7C324aa97a03a644fc91e43846fbced113%7C0%7C0%7C637879071009472201%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=QqF1u9DQdscPuKPxyx1NFRhxtWwBOg%2BOQIG4Ig6iV9I%3D&reserved=0)  [Annual Medical Surveillance Form](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsurvey.alchemer.com%2Fs3%2F6738615%2FMSU-Annual-Medical-Surveillance-Form&data=05%7C01%7Clauren.cantamessa%40montana.edu%7C54b02bc2707d466f100008da33a2aa8c%7C324aa97a03a644fc91e43846fbced113%7C0%7C0%7C637879071009472201%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ZTctWDfdI%2BpKNE%2BZ4GDG9sY8UHxcM5%2BpYllI%2FqW6tng%3D&reserved=0)  Chris Catlett |  |
| **Step 2**  **All the requirements above (Step 1) must be completed before advancing to Step 2** | | | |
| **PI Actions** | | **Details/Contact** | **Protocol #’s** |
| * PI to review training and provide protocol to added protocol associate * All requirements listed in Step 1 must be completed for IACUC protocol approval to be granted * PI submits amendment to add personnel to IACUC protocol   **\*\* Protocol amendment will be Returned for Modification if Step 1 is incomplete** | | IACUC Program Manager |  |
| **Step 3**  **Personnel must be listed as an associate on an approved protocol before advancing to Step 3**  If working with laboratory animals, send completed list above to [ARC@montana.edu](mailto:ARC@montana.edu?subject=Schedule%20Training%20Introduction%20to%20Animal%20Care%20at%20MSU) to schedule training below | | | |
| **Animal Welfare Training & Facility Orientation** (if applicable) | * Schedule Animal Welfare Training and Facility Orientation (if applicable) | [ARC@montana.edu](mailto:ARC@montana.edu) (ARC)  [Kerri Jones](mailto:krask@montana.edu) (JFLF)  [Amy Robison](mailto:Amanda.Robison@montana.edu?subject=JRL%20Orientation) (JRL) | |
| **Species specific hands on training** | Steps include:   * Schedule Training * Document Training * Achieve Proficiency | * Hands on training with PI or other experienced laboratory members * Training with ARC staff if training is not provided by lab   [ARC@montana.edu](mailto:ARC@montana.edu) (ARC)   * Optional videos can be found at the links below:   [OLAW Training Videos](https://olaw.nih.gov/education/training-videos.htm)  [Jove Training Videos](https://www.jove.com/search?q=IP+injections+in+mice&filter_type_1=and&filter_val_1=&filter_type_2=and&filter_val_2=&filter_type_3=not&filter_val_3=&authors=&from=&to=&exclude_sections=&exclude_series=) | |
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