Northwestern University New Researcher Checklist: Non-Human Primate 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 non-human primates (NHP) 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.

**Step 1. IACUC: AALAS on-line training classes and OHSP Program**

- Researchers working with NHPs are required to provide TB test results upon request.
  - Researchers must provide documentation demonstrating their TB status prior to initiating CCM training requirements.
  - The TB testing must have occurred within the past 12 months.
  - Contact the IACUC office to schedule a TB test:
    - 312-503-9339 or 312-503-2618
    - acuc@northwestern.edu
- Complete American Association for Laboratory Animal Science (AALAS) Learning Library on-line training classes
  - Contact the IACUC to create a username and password:
    - 312-503-9339 or 312-503-2618
    - acuc@northwestern.edu
  - Additional information regarding the completion of AALAS classes can be found on the IACUC website.
  - The IACUC Office will send you the instructions for completing the Occupational Health and Safety Program (OHSP) requirement along with the AALAS Learning Library information.
  - The enrollment authorization form and the medical questionnaires are located on the IACUC website.

**Step 2. CCM: Orientation**

- Register for an NHP Orientation
  - Contact the CCM Quality and Training Office @ 312-503-2758 to register for an orientation session.
    - Orientation training requires Occupational Health and Safety Program enrollment and AALAS Online training.
    - Protocol approval is not required for scheduling the Orientation.
  - Please note that all NHP users are required to attend an annual NHP refresher training session.

**Step 3. PI must submit an ASP or Addendum after Step 1 & Step 2 are complete.**

- Verify that your Principal Investigator (PI) has submitted an Animal Study Protocol (ASP) or ASP Addendum to the IACUC office adding you to a protocol.
  - All researchers must complete their OHSP requirements before they can be approved on an Animal Study Protocol (ASP) or ASP Addendum. IACUC approval is required prior to access granted through CCM.
  - Note: 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 the IACUC Office.

**Step 4. Register for DVMAX and Medical Records Training**

- All laboratory personnel working with NHPs must register for DVMAX (Electronic Medical Records Software) and Medical Records training.
  - DVMAX/Medical Records training sessions are held on the third Monday of every month, from 1:00-3:00pm
Step 5. Center for Comparative Medicine Access Card Information and Process

- Determine what kind of access you will need and what the process is for each location.

<table>
<thead>
<tr>
<th>Access Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>All access rights for the Chicago and Evanston campus are assigned to the Biometric Wildcard. An email with instructions for receiving the Biometric Wildcard from the Wildcard Office will be sent to researchers after scheduling an Orientation training. Once you have obtained your Biometric Wildcard, you may visit the CCM Office (14 Searle for Chicago, Pancoe basement for Evanston) to activate your card and record fingerprints. Your card will be activated for programming, but access will not be assigned until you have been approved on a protocol and have completed an Orientation session.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Access Card Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call the CCM Quality and Training Office to and schedule yourself for an Orientation @ 312-503-2758.</td>
</tr>
<tr>
<td>2. If you have been approved on your PI’s protocol at the time of your Orientation, you will be given access the same day.</td>
</tr>
<tr>
<td>3. If you are not approved on your protocol at the time of your Orientation, you will not be issued access to the facility. Once you have been approved on your protocol call the CCM Quality and Training Office for access @ 312-503-2758.</td>
</tr>
</tbody>
</table>

**NOTE:** All protocol approval notifications will be sent to PIs and Lab Managers.

Step 5. Determine if your protocol requires any 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.
  - In some cases, training is required prior to use of equipment, or being granted access to certain areas. The below check-off list is provided:
    - *Recommended prior to animal work
    - **Required prior to animal work
      - □ Introduction to Surgery for Large Animals**
      - □ Surgical Equipment Sterilization Training*
      - □ Access the digital x-ray room and equipment**
      - □ Access the ultrasound machine and equipment**
      - □ Order and/or handle controlled substances**
      - □ Species-specific handling and restraint: Non-Human Primates**
      - □ Experimental techniques*
        - Substance Administration
          - □ IV
          - □ IM
          - □ SC
          - □ ID
          - □ Other: ________________________________
Blood Collection
☐ Femoral
☐ Saphenous
☐ Cephalic
☐ Other: ________________________________

Specialized Training: ____________________

Please fill out the Training Request Form, found at the Training Classes and Visitor Information page on the CCM Website and submit the completed form to Andrew Feeney, CCM Quality and Training Office. To discuss training options for you and your lab, please call the Training office at 312-503-2758.