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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 ManagerLauren Cantamessa |  |
| **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 to schedule training below |
| **Animal Welfare Training & Facility Orientation** (if applicable) | * Schedule Animal Welfare Training and Facility Orientation (if applicable)
 | ARC@montana.edu (ARC)Kerri Jones (JFLF)Amy Robison (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 (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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