

CMLC Onboarding Checklist

# For Aquarium Care Volunteers Engaged in Non-animal Handling Activities

## New Non-Animal Aquarium Care **Volunteers/unpaid Students**

* Complete training for new volunteers.
* Submit the “[Volunteer Service Form](https://safety.uoregon.edu/volunteers)” to:
	+ Trish Mace, tmace@uoregon.edu

# For Personnel Who Will Work Directly with Animals

## Animal Occupational Health and Safety Program

* Authenticate at [CITI](http://citiprogram.org/) and complete the course “University of Oregon Occupational Health and Safety for Working with Animals” ([New to CITI?](https://research.uoregon.edu/plan/training-opportunities/citi-sso)).
	+ **If you already have a CITI account,** please [affiliate your already existing CITI account with the UO.](https://research.uoregon.edu/manage/research-integrity-compliance/human-subjects-research/human-subjects-research-frequently-asked-questions-faqs#CITI2)
* Submit the “UO Employee Animal Occupational Health Questionnaire” to University Health Services ([Animal Occupational Health and Safety Program Info](https://safety.uoregon.edu/personnel-animal-contact-safety-program)).

## Regulatory Training

* Authenticate at [CITI](http://citiprogram.org/) and complete the course “University of Oregon Introduction to Animal Research”.
* Visit the AWS website and review the [policies](https://research.uoregon.edu/manage/integrity-compliance/animal-research/policies), then complete the [quiz](https://research.uoregon.edu/node/610502).

## Protocol-Specific Training

* CMLC Director will add new personnel to the AUP.
* Read the IACUC protocol(s) associated with your project(s) ([How to view protocols in RAP](https://research.uoregon.edu/sites/default/files/2024-09/How%20to%20view%20protocols%20in%20RAP_0.pdf)).

## Facility-Specific Orientation and Training

* CMLC training
* Schedule in-person hands-on procedures such as tank cleaning, animal handling, etc.