New Lab Member Checklist for DAR SOM

1. Visit https://eiacucemory.huronresearchsuite.com and authenticate using your NetID and password and then click the link Request Access to AALAS account.

    - You will receive an email with instructions on how to access AALAS and set up your account.
    - You will also receive a notification from employeehealth.iacuc@emoryhealthcare.org with instructions to complete the OHS questionnaire in HOME. This is an annual requirement.
    - Undergraduate and Sponsored Accounts: Get questionnaire here: https://rcra.emory.edu/iacuc/ohs.html

2. Training required before protocol is approved: Review the Education and Training Requirements

Training Required Prior to Working on an Approved Protocol:

1. AALAS Learning Library Courses (online: https://rcra.emory.edu/iacuc/training/web-training.html)

Course Title:	Required For:
Working with the IACUC	All staff included in the research team
Pain Management in Laboratory Animals	All staff with animal contact
Introduction to [Species]	By species
Aquatic Animal Husbandry & Management	
Post-Procedure Care of Mice & Rats in Research: Minimizing Pain & Distress	If performing surgery of rodents
Inhalation Anesthesia Systems for Rodents	If performing survival procedures in rodents

Additional pre-approval training requirements: To be completed in Brainier >LMS Log In> Brainier.
DAR SOM Weaning and DAR SOM Aseptic Survival Surgery with Rodents, Birds, or Aquatics – Contact dartrn@emory.edu if you have any questions.
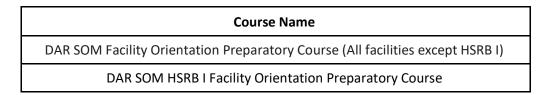
3. An amendment needs to be submitted to the IACUC protocol to add the individual. Include the roles and procedure assignments.
4. To gain access to an animal facility: You must first be added as personnel on your PIs eIACUC protocol and obtain the amendment approval letter showing you have been added.

Step 1: Register for the next "DAR SOM Orientation" lecture. This lecture is held as a ZOOM lecture every Tuesday at 1:30 pm. Students with a class conflict or physicians with medical rounds during the regularly scheduled class may email dartrn@emory.edu to request an ad hoc lecture time. You can register for this lecture on Brainier. Brainier is accessible through your HR Self-Service page (https://hr.emory.edu/eu/learning/index.html). Once you log into Brainier, you can search for the course by title. The course will require pre-approval from a trainer. This approval can be obtained by emailing us a copy of your IACUC approval letter for protocol verification.

Step 2: Following the completion of the lecture, you will need to submit a copy of your IACUC approval letter and facility access form (signed by your PI), a copy of the back of your Emory ID badge, and a profile picture to SOMDAR-SECURITY@EMORY.EDU. The facility access form will be emailed to you before your orientation lecture.

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IACUC Office

Step 3: Complete the DAR SOM Facility Orientation Preparatory Course/s. This course can only be completed after the DAR SOM Orientation didactic lecture. The course you will complete depends on the facility you will be working in. This course is an online learning module that is completed at your convenience.

You can register for this lecture on Brainier (https://hr.emory.edu/eu/learning/index.html) by searching for the course title. The course names and codes are as follows:

Course Name
DAR SOM Facility Orientation Preparatory Course (All facilities except HSRB I)
DAR SOM HSRB I Facility Orientation Preparatory Course

Step 4: Complete your In-Person Facility Tour. This tour is scheduled directly with the building supervisor. Their contact information is provided during the orientation lecture. You will need to provide them with proof that you have completed the online prep course and a completed facility orientation form (emailed to you with the access form before the didactic lecture). Once you complete the tour, the supervisor will notify our security team, and your badge will be activated within 48 business hours.

Registration for the orientation lecture is through the Emory Learning Management system Brainier. To sign up, please enroll via https://hr.emory.edu/eu/learning/index.html > LMS Log In> Brainier > Search Course name

   Key card request form: http://www.dar.emory.edu/forms/Access_Request_Form.pdf

5.   Additional Trainings required after the protocol has been approved if you are assigned to the specific procedures or roles.
   - **Physical methods of euthanasia (without anesthesia) proficiency assessment** - Contact SOM-DAR Training Coordinators (dartrn@emory.edu)
   - **Rodent Handling and Techniques Workshop** (rats and mice) or other species specific course – for Personnel without prior experience with a species on the protocol -- Contact SOM-DAR Training Coordinators (dartrn@emory.edu)
   - **CO2 Euthanasia Training** – required only if lab will use this as a form of euthanasia - Contact SOM-DAR Training Coordinators (dartrn@emory.edu)
   - **Surgeons**: Aseptic Survival Surgery Assessment within 30 days after protocol approval. Contact SOM-DAR Training Coordinators (dartrn@emory.edu)

6.   **Familiarity with eIACUC protocols** – It is very important that lab personnel familiarize themselves with all procedures contained within the labs protocol(s) Applicable IACUC policy:
   Resolving Issues of Noncompliance
   [http://www.iacuc.emory.edu/documents/policies/359_Resolving%20Issues%20of%20Noncompliance.pdf]

7.   If **handling chemicals or biologicals**, the individual needs to be added to the biosafety or chemical safety approval. https://www.ehso.emory.edu/guidance/programs/researchsafety.html

   Questions related to the protocol amendment, AALAS account, OHS screening: iacuc@emory.edu
   Questions related to access to the DAR facilities or scheduling DAR SOM training: dartrn@emory.edu