

Idaho State University Animal Care Facility Information Page

Information for training, access, and filling out forms to work with animals.

New to campus Protocol

1. Follow instructions on the Research Integrity and Compliance animal use pages.
 - a. Read the Animal Facility handbook found on the ACF web page.
 - b. Consult with ACF manager to make sure there is space for the animals. It is required to consult with the Vet if working with USDA animals.
 - c. Contact Tom at anmlcare@isu.edu to get access to Cayuse.
 - d. Complete the required CITI training before submitting a protocol.
 - e. Write your protocol. Contact the vet or chair with questions.
 - f. A Risk assessment must be submitted prior to approval of protocol. This process includes getting signatures from research assistants.
 - g. Submit your protocol before the 1st day of the month.
2. DocuSign Medical Surveillance and Supplemental forms for Protocol on the web site.
 - i. Medical Surveillance form – Everyone fills this out
 1. Answer all questions pertaining to you.
 2. PI name, your name and information
 3. Species exposed to and types of contact
 4. Activities you will be involved with (Risks)
 5. Health issues and allergies
 6. Immunization dates (Current Tetanus is a recommendation)
 7. Signature of Acknowledgement (sign only one consent, not both)
 - ii. Supplemental forms for protocols – need protocol # Everyone fills these out
 1. Acknowledgement form
 - a. Signature that you could get allergies.
 2. Code of Ethics
 - a. Signature to not mistreat animals
 3. Personnel Statement
 - a. Formal education and general animal care and use you have received and describe what you will be doing on the protocol.
 - b. What training has been completed
 - c. Last page with dates of completion for
 - i. You have read the handbook for expectations in facilities
 - ii. Acknowledgement form signed
 - iii. Personnel statement completed
 - iv. Medical Surveillance completed
3. Training with ACF if working in the facilities
 - a. Students send email to ACF@isu.edu to schedule training
 - b. Students must have ISU email for access to Moodle
 - i. PI must request one through Bengal Web
 - ii. Students must have an ISU issued card for access to facilities (See Non-issue student access instructions on web page)
 1. Access to the facilities or working with animals will not be granted until all paperwork and training is completed.

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4. Amendment for adding Research Assistants
 - a. Inform students to do the required CITI training
 - i. Working with animals and Species specific (Research web page CITI on left)
 - b. Fill out amendment for new students and send to anmlcare@isu.edu
 - i. If student has no ISU email, request one through Bengal Web (See above)
 - c. CITI training by students must be complete before approval of amendment
 - d. Share Risk assessment with students and sign, (must have this for Medical Survey)
 - i. Medical Surveillance form
 1. Answer all questions pertaining to you.
 2. PI name, your name and information – need isu.edu address for Moodle
 3. Agree to understanding you can get allergies
 4. Species exposed to and types of contact
 5. Activities you will be involved with (Risks)
 6. Health issues and allergies
 7. Immunization dates (Current Tetanus is a recommendation)
 8. Signature of Acknowledgement (sign only one consent line, not both)
 - e. Supplemental Animal Facility Forms; Tell students the protocol # and what they will be doing on the protocol.
 - i. Supplemental forms for protocols – need to know protocol #
 1. Acknowledgement form
 - a. Signature that you could get allergies.
 2. Code of Ethics
 - a. Signature to not mistreat animals
 3. Personnel Statement
 - a. Formal education and general animal care and use you have received
 - b. Describe what you will be doing on the protocol.
 - c. What training has been completed (CITI)
 - d. Last page with dates of completion for
 - i. You have read the handbook for expectations in facility found on research page animal facility
 - ii. Acknowledgement form signed
 - iii. Personnel statement complete
 - iv. Medical Surveillance complete
 - f. Training with ACF if working in the facilities
 - i. Students send email to ACF@isu.edu to schedule training
 - a. Students must have an ISU email for access to Moodle
 - ii. Students must have an ISU issued card for access to facilities
 - g. Access to the facilities or working with animals will not be granted until all paperwork and training has been completed.