![IMET logo - Institute of Marine & Environmental Technology]

Name of Employee/Trainee: _____

ARC Safety Training Requirements:

1) **Request a UMB Community ID (formerly Affiliate ID):**
   a) email Kim Curry (kcurry@som.umaryland.edu) the following personal information:

   - Full Name
   - Date of Birth
   - Sex
   - Last 4 digits of your Social Security Number

   - state that you are a new hire, who will be accessing ARC and need to complete LAERAP training since you will be working with animals

   Kim will set you up with a UMB Community ID, which you do not need until step 5. Please proceed with steps 2-4 while this is in process, because it may take up to 3 business days.

2) **Schedule an ARC/Zebrafish training meeting with ARC Manager**. (Takes about 30 minutes). (Contact ARC Manager: Steven Rodgers, rodgers@umbc.edu, 410-234-8819 or Chris Tollini at ctollini@umbc.edu). **This meeting can only occur if training steps #3-5 below have been completed on this check list. You may schedule ahead of time, and complete your training in between. You must bring your Columbus Center Badge form.**

3) **Go online to CITI training** at (https://www.citiprogram.org/default.asp?language=english).
   a) Register at site using a username and password unique for this site. For institutional affiliation, choose University of Maryland, Baltimore, which is the home of our IACUC.
   b) Complete the 26 modules of CITI curriculum entitled "Working with the IACUC", (CR# 7665808: Investigators, Staff and Students Gradebook). To pass this course you must complete all the elective modules with a combined score of 80.
   c) Print out the *IACUC Curriculum Completion Report* when finished and bring to ARC Safety Training meeting with ARC Manager. (See Step 4).

4) **Review the "Guide for the Care and Use of Laboratory Animals"** located at
   http://grants.nih.gov/grants/olaw/Guide-for-the-Care-and-Use-of-Laboratory-Animals.pdf
   a) Specifically, the sections for Aquatic Animals, pages 77 - 88**.**
      Initial to certify Completion_____

5) **LAERAP Training on UMB MyEHS:** Once you receive your UMB Community ID information (#1 above) and set up your account (UMID and password), go to the following link: http://www.umaryland.edu/ehs/and click on MyEHS from the left side menu. Log into MyEHS using your UMID and password. On the next screen, click on the green button that says, "Laboratory Animal Exposure Risk Assessment" and complete all required fields and click submit.
   Initial to certify Completion_____

6) **ARC Face to Face Training with ARC Management:** Bring the following items to your ARC/Zebrafish training meeting (#2) to submit to ARC Management:
   i. This checklist (initialed and signed by you)
   ii. IACUC Curriculum Completion Report (#2 above)
   iii. Columbus Center ID Badge Form

ARC Safety Training Topics (Training provided by ARC Manager/Asst. Manager):
- i. Entrance/egress procedures
- ii. Basic safety and physical hazard awareness
- iii. Animal health/safety issues

7) After all trainings has been completed, ARC manager will sign this form, see below.

8) Secure signature of Head of ARC (Yonathan Zohar) or designee (Kevin Sowers /John Stubblefield/Russell Hill) on the Columbus Center ID Badge Access Form. Your Administrator, PI or fellow lab staff personnel can assist you with securing this signature.

9) See CC Security Officer at the front desk Monday thru Friday 9am to 2pm, show them your Columbus Center ID Badge Access Form, and ask them to add ARC access to your security access tied to your ID badge. If security is unavailable, you may also see either Matt Moore (Rm. G014) or Mike Yates (Rm. G015) to add the ARC access. NOTE: Access will only be added if your Columbus Center ID Badge Form has been signed by the Head of ARC or designee (see #8 above).

10) Place your Columbus Center ID Badge Access Form in Tonya Queen's inbox outside of her office door (Room G012).

_____   _____   _____
Trainee-Printed   Trainee- Signature   Date

_____   _____   _____
ARC Trainer- Printed   ARC Trainer- Signature   Date