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| **Step 1** |
| **MSU Training Requirements** | **Details/Contacts** | **Date Completed** |
| **CITI Training Courses** |  CITI Course Training Titles (\*These courses should auto-populate in CITI)1. Investigators, Staff and Students
2. Principal Investigators (if applicable)
3. Species that you will be working with modules: e.g., cattle, sheep, etc.).
4. MSU Laboratory Animal Biosafety ***and/or***
5. MSU Agricultural and Field Studies Animal Biosafety
6. Occupational Health Orientation - Research with Animals
 | [Online CITI Courses](https://www.montana.edu/orc/training/citi/index.html) AACUC Program ManagerDiane Dorgan |  |
| **Occupational Health and Safety (OHS)** | 1. Complete Risk Assessment
2. 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)Questions? Contact 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 additional protocol personnel
* All requirements listed in Step 1 must be completed for AACUC protocol approval to be granted
* PI submits amendment to add personnel to AACUC protocol

**\*\* Protocol amendment will be Returned for Modification if Step 1 is incomplete**  | AACUC Program ManagerDiane Dorgan |  |
| **Step 3****Personnel must be listed as an associate on an approved protocol before advancing to Step 3**Once the AACUC protocol has been approved, animal facility orientation (as applicable) and animal handling/procedure training must be completed before working on an experimental protocol. |
| **Facility Orientation and Animal Handling/Procedure Training**  | * Applicable Facility Orientation
* All personnel must display proficiency in the specific procedures they will be performing on animals as described in each AACUC protocol. There are many training opportunities available for research personnel. For example:
	+ Animal handling
	+ Hands-on training by the PI or other laboratory members already proficient in a specific procedure.
	+ Hands-on training by facility personnel.
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