1. Research Occupational Health Program (ROHP): Complete Initial Health Questionnaire (IHQ)
The purpose of the IHQ is to establish a baseline medical history and perform a health risk assessment for each individual. The questionnaire is completed before work in a research environment begins. The IHQ must be completed by newly hired personnel, including contractors, students, and volunteers, who will perform research or provide support to or have access to areas where research is performed with animals, agents, and hazardous materials. There is an annual update requirement beginning one year after initial clearance.

*Individuals must be cleared by ROHP for access to animal facility and hands on animal training.*


2. IACUC Training: All individuals working with laboratory animals must complete IACUC training prior to being approved to work on an IACUC protocol. This will provide information on animal welfare regulations and basic IACUC policies and standards. There are **two** courses to be completed upon starting animal work at BU, **IACUC Orientation** and **Working with the IACUC**. IACUC Orientation is a one-time training requirement. Working with the IACUC needs to be completed every three years after initial completion.

These courses are completed in the computer program, Bioraft, [www.bu.bioraft.com](http://www.bu.bioraft.com). Once you log in with your BU credentials, look for red “Training” tab on the upper left of the page. Under training go to the “Course Directory.” All courses are listed here. Scroll to the “IACUC” section for this training.

3. Laboratory (Universal) Safety Training: Available as an in-person classroom or online session. Personnel can choose to attend either. This training is set up in modules so that personnel can take the portions that apply to their work and type of laboratory. You only need to take the modules pertaining to your work and the type of lab in which you work. For more information, see the Online Training Tutorial. Laboratory safety training is an annual requirement, beginning one year after initial training.

The online course is completed in the computer program, Bioraft, [www.bu.bioraft.com](http://www.bu.bioraft.com). Once you log in with your BU credentials, look for red “Training” tab on the upper left of the page. Under training go to the “Course Directory.” All courses are listed here. Scroll to the “Research Safety” section for this training.

4. BUASC New Researcher Orientation (NRO) Lecture: New Researcher Orientation is a mandatory training for all individuals working on either campus for access to the animal facility. The first part of the training is to complete the online lecture and test. The second part of the training is to complete a live in-person training tour of the animal facility you will be work in.

This course are completed in the computer program, Bioraft, [www.bu.bioraft.com](http://www.bu.bioraft.com). Once you log in with your BU credentials, look for red “Training” tab on the upper left of the page. Under training go to the “Course Directory.” All courses are listed here. Scroll to the “Research Safety” section for this training.
5. **BUASC New Researcher Orientation Facility Training Tour(s) of where animals will be housed:** The facility tours are done by the supervisors of the different animal facilities on each campus. They will demonstrate correct personal protective requirements for each facility, entry/exit procedure and decontamination procedures for the facility. Information on how to attend a tour is found with the course information itself as well as how to sign up for the tour. Tours are offered on various Mondays, Wednesdays and Fridays each month.

6. **Be listed on an IACUC approved protocol:** The principal investigator must list your information in the protocol(s) you will be working on.

**Complete a Security Access Application** after all ABOVE trainings are completed and hand in or fax to W707 office at 700 Albany Street for access to animal facilities:


*PLEASE NOTE: Additional requirements are required for primate users, ABSL-2 users, CCL users, radioactive material users.*