



## New Scientist – IACUC Process Road Map

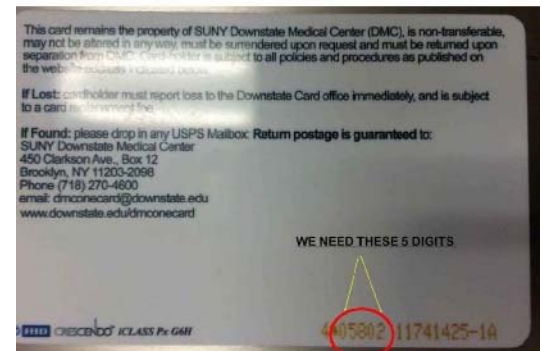
All of the following items need to be completed in order to add a new scientist to your new or existing protocol. Upon receipt of your personnel amendment or new protocol, the Institutional Animal Care and Use Committee (IACUC) office will review your submission for completeness. Steps 1 through 7 must be completed at the time of submission.

**Individuals are not permitted to start animal work until all steps have been completed and IACUC approval of the associated personnel amendment or protocol has been received.**

A full description of training requirements and frequency of completion can be found [online](#).

### Adding a New Scientist to Your Protocol

1. Obtain a Downstate Medical Center ID Badge (with a proximity chip) through Human Resources or the Volunteer Office as appropriate. This will allow you to have access granted to the facility and animal rooms with the proximity readers located at each entrance. The ID card office is located at 825 New York Ave, Room 1-05. The set of numbers following the \* on the card will be input into your New Scientist Questionnaire (item 4).
2. Protocol Documentation – one of the following needs to be completed and submitted to [IACUC@Downstate.edu](mailto:IACUC@Downstate.edu). Be sure to review the person's role on your protocol with them and include specific procedure names from the protocol that they will be performing under their 'roles' on the form (add to protocol section E1, or use existing roles from section E1 on the amendment form).
  - a. Submit a personnel amendment form for currently approved protocol
  - b. Include the new scientist on initial or 3-year renewals if being submitted or are currently under review
3. CITI On-line Training (<https://about.citiprogram.org/en/homepage/>)
  - a. Basic IACUC Module Course:
    - i. Group 1: Researchers (faculty and lab staff),  
**OR**
    - ii. Group 6: Students working with animals
  - b. Species Specific Course
  - c. Aseptic Surgery Module (if performing surgery)





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Health Sciences University

Institutional Animal Care and Use Committee (IACUC) Office

4. Completion/Submission of the [New Scientist Questionnaire](#) to [IACUC@Downstate.edu](mailto:IACUC@Downstate.edu)
  5. Student Employee Health Clearance – There are 3 options to fulfill this requirement, detailed on the New Scientist Questionnaire. Only 1 of the 3 options is needed to meet this requirement. **DO NOT SUBMIT ANY PERSONAL MEDICAL INFORMATION TO THE IACUC**, including but not limited to the SEHS Risk Assessment Form, tuberculosis documentation, immunization records, or any document with your social security number or health identifier.
    - a. Signature on the New Scientist Questionnaire
    - b. Submission of “Health Assessment Clearance Form” for employees and visiting scientists
    - c. Submission of “Student Registration Clearance Form” for students
  6. Contact SUNY IT Helpdesk to obtain an institution email account. (*May not apply to Summer Interns*)
  7. Completion of On-line Laboratory Safety Training – *if not completed within the past year*
    - a. **Option 1:** If you have a Downstate NetID, [use this website](#)
    - b. **Option 2:** If you do not have Downstate NetID, there are two websites for use: [View Slides](#) and [Complete the Safety Test](#).
  8. Completion of hands-on wet lab training – this can only be completed after items 1-7 above are completed. You can register on-line at [LibCal](#). – *for each species*
  9. DCM Animal Facility Orientation – You can register on-line at [LibCal](#). DCM will coordinate animal facility badge access once this has been completed.
- **Retain a copy of your training records for IACUC inspection upon request.**