

New Researcher's Checklist

The checklist contains a list of things you need to know in order to perform your job to the fullest. Place a check mark before all the tasks you have learned and have your trainer initial each section. When completed, please return to Animal Facility Supervisor.

- Information you are responsible for:
 - read and understand entire Animal Care Manual
 - read and understand the MSDS forms
 - know the location of MSDS, notebook, and First Aid kit

- Daily duties (Checklists located in each animal colony):
 - census log (check on animals' health)
 - animal care daily log (feed and water animals)

- Weekly duties:
 - change rat boxes (twice weekly for multiply-housed rats)
 - change mice boxes (twice weekly)
 - change water bottles

- Storage room:
 - cages and covers (difference between rat covers and mice covers/boxes)
 - water bottles and stoppers
 - food bin and bags
 - bedding bin and bags (amount of bedding needed)

- Cage washing room:
 - cage washer (where to put dirty caging)
 - cage rack washing area
 - trash barrels / cage scraping
 - cleaning solutions / dilutions

- Names and phone numbers posted

- Emergency procedures

- Use of keys, Macalester ID cards and lock boxes

- Responsibility to fulfill daily duties for the safety of the animals and other researchers
 - making sure daily needs of animals are met
 - safety and security guidelines

Name (new researchers) _____ Date ____/____/____

Verified by (trainer) _____ Date ____/____/____