

Center for Animal Resources and Education (CARE)

Cornell Research&Innovation

Animal User Onboarding

These instructions provide guidance for adding new personnel to an existing animal use protocol. If the new individual has previous Cornell animal experience some of these steps may have already been completed previously.

Step 1: Online Animal Care and Use Training through the AALAS Learning Library (ALL)

- All new personnel working with animals need to complete training through the ALL. This can be completed before the individual is added to the protocol, expediting the process.
- Minimally, all new personnel need to complete: [Module I: Introduction to the Care and Use of Animals in Research, Teaching, and Testing](#).

Instructions for accessing online modules on the ALL:

1. Click on “**Tracks**” on the left side of the course homepage.
 2. To access and complete each of the assigned modules in the Track, click on the module name and proceed through each lesson, including completion of the final exam at the end of the module. Upon completion of the exam CARE will add this information to the training record.
 - a. *Please note that for some animal species there are multiple tracks depending on whether the individual will be performing survival surgery or not. If they perform surgery, they will be required to complete additional modules.*
- Example of ALL classes necessary for a lab member who will be handling and performing survival surgeries on mice:
 1. **Module I – Introduction to the Care and Use of Animals in Research, Teaching and Testing**
 2. **Laboratory Animal Allergy**
 3. **Working with the Laboratory Mouse**
 4. **Inhalation Anesthesia Systems for Rodents**
 5. **Aseptic Technique for Rodent Survival Surgery**
 6. **Post-procedure Care of Mice and Rats: Minimizing Pain and Distress**
 - Training through the ALL is open and free for all. Individuals are not limited to their assigned modules and are free to complete any of the other modules they wish.
 - Animal Care and Use Procedures (ACUPs) are another great resource for learning about proper animal care and use and can be found here: [Regulations and Guidance for use of Live Vertebrate Animals \(ACUP, IACUC policies\)](#)

Step 2: In-person Training

- Before adding personnel to the protocol, it is most expedient to schedule any required hands-on training for the individual following completion of the ALL modules.
- The most required hands-on class is [Module III: Introduction to Rodents \(or other species\)](#).
 - This hands-on class provides a multitude of information that includes learning how to appropriately handle the species, identifying behaviors and medical concerns, as well as information regarding caging, housing, record-keeping, and best euthanasia practices. This is a great opportunity for students to ask questions and get to know our training team!
- Examples of additional hands-on classes may include Module IV: Surgery Training, IP injections, retro-orbital bleeding, or a variety of other skills necessary for your work.
- If the training you need is highly specialized, we have veterinarians on staff who may be able to help.

- Please reach out to caretraining@cornell.edu to inquire about other classes and to schedule an in-person class with us. We also encourage you to submit your request using this form: [Training Request Form](#)
- If you as a lab provide training to any personnel, we would love to know about it! We retain records of such training and encourage you to submit them here. We will create a sheet that also allows you to view submitted trainings: [Training Documentation](#)

Step 3: Add new personnel to the protocol through an amendment

- Be sure to indicate what protocol-related activities the new personnel will be performing – this information helps us ensure appropriate training.
- Please do not select all the options if the new personnel do not perform these activities. It will result in additional training requirements that may not be necessary.
- If personnel have completed the required training the amendment will be processed quickly. If, however, the individual has not yet completed the required training, they will need to do so before the amendment can be approved.

Step 4: Risk Assessment

- After being added to the protocol, new personnel will receive an email from the Animal Users Health and Safety Program (**AUHSP**) asking them to complete an online risk assessment form.
 - Individuals should answer the questions as appropriate for the work they will be performing.
 - Cornell Health may wish to follow up with individuals based on their responses, or their request may be automatically approved.
- Once approved the individual will receive notification of their approval.

Step 5: Animal Facility Orientation (Module II)

Before entering or working in any facility, researchers must complete a two-part training process:

- **Part 1 (Online):** Complete the prerequisite in Workday. Take [CARE 1001 – Module II Animal Facility Orientation](#) for standard orientation. Fish researchers in Corson-Mudd must take [CARE 1002 – Fish Module II Animal Facility Orientation](#). If your work involves both fish and other animals in that facility, both courses are required.
- **Part 2 (In-Person):** Contact the facility supervisor(s) to schedule the hands-on portion. They will verify your Workday records prior to the meeting. See the list below for facility contact information.

Note: Weill Hall users will also need to complete [Weill Hall Orientation](#).

- **AARP:** [Larry Carlisle & Dylan Margeit](#)
- **Baker:** [Larry Carlisle & Dylan Margeit](#)
- **Corson-Mudd Halls:** [Kate Strednak & Paige Rankin](#)
- **ECRF 1st & 3rd floor:** [Larry Carlisle & Wayne MacCabe](#)
- **ECRF 2nd floor:** [Erika Whitney & Tiana Mullenix](#)
- **EIB and Snyder Hill Aviary:** [Larry Carlisle & Dylan Margeit](#)
- **ECRF 3rd floor (including ABSL3):** [Donna Miller & Hannah Wheeler](#)
- **Uris Hall:** [Kate Strednak & Paige Rankin](#)
- **Weill Hall Barrier:** [Giovanni DeJesus & Jackie Hodge](#)
- **Weill Hall Conventional:** [Trevor Totman & Paige Rankin](#)

Step 6: Card Access

- Following completion of all previous steps the new individual is granted card access to the facility where their work will be performed.

Please note that training through CARE is not a fee-for-service. We provide our services free of charge for anyone in need of training, *including repeat classes*. Please reach out to us at caretraining@cornell.edu with questions and to inquire about scheduling a class.

Last reviewed and updated: 3/19/2026 jmg387