

REQUIRED STEPS FOR NEW STAFF WORKING FOR RESEARCHERS/PIs:

- 1) Researcher contacts CBR Admin. Sec., Julie Magnus at julie.magnus@und.edu to let her know that said staff is approved to have access to rodent colony. There are two levels of this:
 - A) CBR (Biomedical Research Facility) access. During business hours (8 am – 4 pm) the animal rooms are open. If staff needs evenings and weekend access, let Julie know so she can program the KeyWatcher Box for keyed access to animal rooms. Julie needs the UND ID in hand to program the card for keyed access.
 - B) CBR2 access in the vivarium at the School of Medicine. This is EDA Access with two levels: Animal Quarters (141) and Infectious Agent Lab Area (154). These are separate EDA Access requests, so you must request each one or both, if needed.

- 2) New staff must complete the following:
 - A) AALAS courses that pertain to your research. Directions are found at: <https://und.edu/research/biomedical-research/>. There is a form that needs to be completed, attaching the “Congrats! You Passed” printouts.
 - B) Occupation Health Risk Assessment Form, on CBR’s webpage. Follow these directions closely and submit to the Office of Safety.

Once Staff has completed A and B, Julie will program the card granting access. For CBR access, Julie needs the actual UND ID to complete. For CBR2, Julie needs the ID# from the card. **NO access** to research rodents is allowed until these two steps are completed.

If questions, call Julie at 701-777-4493 or email at julie.magnus@und.edu