

CCM Facility Access

These requirements are to gain access to CCM facilities ONLY

Please note you must complete all requirements in numerical order before requesting access to a CCM Animal Facility:

1. Initiate Occupational Health Clearance:

The staff member must have obtained clearance from the Occupational Health Services (OHS) within the past three years to work with the species indicated on the protocol. If the species indicated is a nonhuman primate, the OHS clearance must be obtained within the past twelve (12) months. If you do not have a current clearance, please complete [this form](#) and send it to OHS for review. It can be sent by email as a PDF attachment or by fax.

Email: mghbohsanimalclearance@partners.org

Fax: 617-643-5570

Phone: 617-726-2217

**** Please allow up to five (5) business days for Insight to be updated with clearance information ****

For assistance with this step, please click [here](#)

While waiting for OHS Clearance, proceed with Required Training

2. Complete Required Training:

A) CITI Training:

Completion of the [IACUC approved training program](#). This program has been approved by the IACUC to fulfill the training requirement. For required courses, go to the [CITI Grid](#). Please make sure you have completed every applicable course on the grid for your protocol. For assistance with this step, please click [here](#)

B) CCM Orientation Lecture and Quiz:

Complete CCM Orientation Lecture and Quiz (90% or higher) through HealthStream. For more information about how to access this course, click [here](#). For assistance with this step, please click [here](#)

Attention Non-MGH employees: Please email a copy of your course certificate from HealthStream to CCMFacilityAccess@partners.org. If you do not send us this certificate, we will be unable to process your facility access request.

3. Protocol Amendment:

(OHS clearance and CITI training must be completed prior to submitting the Protocol Amendment)

The Principal Investigator must submit an amendment to the IACUC protocol in Insight to include the new researcher as Study Staff. Personnel added as Non-study Staff will not be granted access. For assistance with this step, please click [here](#)

4. Registration Form:

(Step 3 must be completed, i.e., [you are approved study staff](#), prior to submitting the Registration Form)

Please complete and submit the following registration form [here](#). This will let the IACUC know your protocol number and which facilities you are requesting access. For assistance with this step, please click [here](#)

When the steps above are **completed, you will receive an email stating that you are authorized for a facility tour. Once you receive that email, proceed to step 5.**

5. Schedule a CCM Facility Tour:

Tours are scheduled and reserved using an online CCM facility tour calendar. This link is in your clearance email.

You must bring your MGH ID badge and a copy of your authorization email. If you do not have your MGH ID, email copy, or if you arrive more than five minutes late, you will be asked to reschedule your tour. For assistance with this step, please click [here](#)

6. **USDA-covered species only. Orientation to Large Animal Use and Care lecture.** For access to areas housing USDA-covered species (e.g., rabbits, livestock, NHPs), **users must attend the Orientation to Large Animal Use and Care lecture.** Mark Randolph will reach out to schedule this training. Contact Mark (marandolph@mgh.harvard.edu) with questions about registration. This requirement must be completed within 60 days of the facility tour. Failure to comply may result in facility access being revoked.

7. **USDA-covered species only. Additional Training.** For users working with USDA-covered species (e.g., rabbits, livestock, NHPs), the Facility Veterinarian will reach out to schedule an additional required training.
 - Non-human primate: Herpes B virus safety training & cage-side training
 - Non primate USDA-covered species: Cage-side training
 - Basics of animal caging
 - Proper handling, restraint, injection techniques
 - Basic clinical assessment
 - Response plans for an escaped animal
 - Location, contents, and entry of information into Individual Animal Medical Record
 - Occupational health and safety, including species-specific PPE and injury/bite procedures