**Obtaining Soderling Mouse Colony Access:**

1. Obtain a unique ID, net ID, and ID card with NFC chip

To Get added to the Mouse Protocol:

1. Go to this webite and fill out the health review. <http://www.hr.duke.edu/forms/animal_handler.php>
2. Go to this website, click on “Lab Environment” <http://www.safety.duke.edu/OnlineTraining/NewEmployee.asp>
   1. On the left side of the screen there is a menu that says “courses available online”
   2. You need to take the following:
      1. Animal Handler 1
      2. Animal Handler 2
      3. Animal Handler 3
      4. Controlled Substances
      5. CO2 of Euthanasia Rodents
      6. Hazardous Awareness for Animal Facilities
3. Fill out the Personnel Qualifications Form (Section G)
4. Fill out the Personnel Change Form
5. Send the Personnel Qualifications Form and Personnel Change Form to Scott requesting that he send the attachments to [iacuc@duke.edu](mailto:iacuc@duke.edu) from his Duke email address in order to add the new person(s) to the mouse protocol. This can be found at: <http://vetmed.duhs.duke.edu/PDF/Forms%20&%20Reports/Protocol/Section%20G%20-%20Personnel%20Qualifications%20Form.pdf>

Once you are on the protocol (Scott will receive an email):

1. Send a copy of the front and back of the ID card to the DLAR office: [ronnie.williams@duke.edu](mailto:ronnie.williams@duke.edu)
2. Email about completing a facility orientation to Janet Steele Janet Steele [janet.steele@dm.duke.edu](mailto:janet.steele@dm.duke.edu) (Operations Manager of GSRBII)
3. Submit a Security Access Card Request Form (sent to you when you request a facilities orientation).