

MMRI CHECKLIST FOR SIGNED DOCUMENTS
PLEASE RETURN ALL SIGNED DOCUMENTS TO KAYLA VUONG

ALL AFFILIATES

- ☐ Affiliate Personnel Information Sheet
- ☐ MMRI Hazmat Guidelines and supporting documents

CHEMISTRY

- ☐ Guidelines for Use of MMRI HPLCS

ANIMAL FACILITY USERS

- ☐ MMRI Policy and Procedure Manual Acknowledgement
- ☐ Receipt of SOPs Acknowledgement
- ☐ MMRI Guidelines for Pain Assessment Acknowledgement
- ☐ MMRI Investigator Statement of Assurance Acknowledgement
- ☐ Laboratory Animal Occupational Health Surveillance Acknowledgement
- ☐ CV

TISSUE CULTURE ROOM USERS

- ☐ MMRI for Guidelines and Requirements for Use of the Tissue Culture Room Acknowledgement

RADIOACTIVE MATERIALS USERS

- ☐ MMRI Safety Manual Acknowledgement
- ☐ P.I. Request for Authorized Use and Purchase of Radioisotope (P.I.'s only and must be update annually or when changes occur)
- ☐ Approval for Use of Radioactive Materials (updated annually or when changes occur)
- ☐ Statement of Training and Experience
- ☐ Training Checklist for incoming personnel

USERS OF CONTROLLED SUBSTANCE

- ☐ MMRI Policy for the Use of DEA Controlled Substance *acknowledgement*
- ☐ Controlled Substance Request for Personnel Information

ALL FORMS CAN BE FOUND ON THE MMRI INTRANET:

Affiliates → <http://184.23.230.182>

MMRI → <http://192.168.1.24>

NOTICE: THE MMRI INTRANET WEBSITE IS ONLY ACCESSIBLE ON SITE THROUGH THE AFFILIATE AND MMRI NETWORKS. THE INFORMATION IS CONFIDENTIAL AND THEREFORE NOT TO BE SHARED BY PERSONS THAT ARE NOT PART OF THE INSTITUTE.