AUHSP process for non-protocol personnel

1. **Awareness, education or waiver process**
   - Individuals in category 7, 9, 10

2. **Individuals identified as AUHSP participants**
   - Individual enrolled in AUHSP database
   - Individuals in category 8

3. **Individuals in Category 1**
   - Individual receives Medical assessment form from Gannett Health Services
   - **Individual completes form?**
     - Yes: Gannett recommends tests or procedures?
     - No: AUSHP approval granted. New Medical assessment needed in 1 year
     - **Requirements met?**
       - Yes: GHS* sends one reminder
       - No: On non response, ORIA notifies PI. Access to facilities denied

4. **Individuals in categories 3-6**
   - Individual receives e-mail notification to complete online Risk assessment form
   - **Individual completes form?**
     - Yes: Risk profile low?
     - No: Access to facilities denied
     - **GHS* sends one reminder**

5. **Individual completes form?**
   - Yes: AUHSP approval granted for 3 years. New risk assessment process will start in 3 years unless protocol risk level or individual risk profile changes
   - No: On non response, ORIA notifies PI. Access to facilities denied

6. **Enrollment in AUSHP program is voluntary**
   - After 2 notices, ORIA notifies PI of incomplete AUHSP status. Access to facilities denied.
   - 2 system generated reminders will be sent

**AUHSP participant categories:**
1. Animal care staff, CARE veterinarians and veterinary technicians
2. People named to animal protocols
3. IACUC members
4. Cornell employees having no direct contact with and no responsibilities related to animals, but who as part of their job duties work in animal housing facilities
5. Outside contractors working in animal housing facilities
6. Volunteers
7. Casual Visitors
8. Cornell employees and students who work in labs or procedure rooms where animals are used, but have no direct contact with animals themselves
9. Undergraduate Students enrolled in classes that use vertebrate animals. Vet students
10. Equestrian programs

*Gannett Health Services