

The Facts: The Animal Contact Form



OCCUPATIONAL AND ENVIRONMENTAL SAFETY

The animal contact form is assigned by a PI/Supervisor/Instructor, through SciShield, to each member of a lab/group.

NEW GROUP MEMBER - When adding a new group member to a lab/group, select the "Works with Animals or Animal Source Materials" job activity under the "Animal" tab.

Job Activities

Biological Animals Chemical Physical General

Works with Animals or Animal Source Materials

Works with Vertebrate Animals in a Research or Teaching Facility

Works with Animals that Require Biosafety Level 2 Containment

EXISTING GROUP MEMBER- Click "Edit" next to the user's name on the "Members" Tab of your lab/group. Then select the "Works with Animals or Animal Source Materials" job Activity and click "Submit" at the bottom of the page.

If everyone in the group or lab will need to complete the Animal Contact form, email SciShieldoeshelp@clmson.edu to set the group to automatically assign the form to all current and future members.

When a user is assigned the Animal Contact Form, they will receive an email from support@scishield.com with a link to complete the form.

The User will also see a prompt when they log in to SciShield saying "Your 'Animal Contact Review Wizard' is incomplete." Click "Start Now" to complete the form.

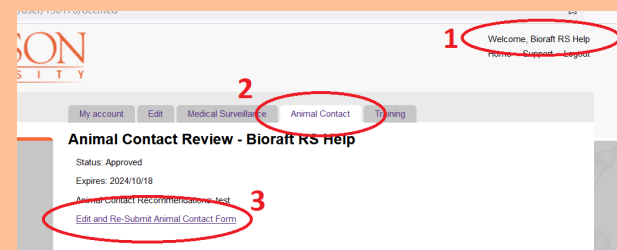


If you do not receive this prompt but feel you should, contact your PI/Supervisor/Instructor to re-evaluate your job activities in the system.

If a user needs to make changes to their animal contact form or will no longer be working with animals:

- 1) Click your name in the top right corner of any page in SciShield
 - 2) Select the Animal Contact Tab
 - 3) Click "Edit or Re-Submit the Animal Contact form"
- Make any necessary changes and click submit.

*If you opted out of the Animal Contact form, the Animal Contact tab will not be available, email SciShieldOESHHelp@clmson.edu for assistance.



A PI/Supervisor/Instructor can check the status of their member's animal contact form from the "Medical Surveillance" tab of their group.

Select "Animal Contact Form" from the service type drop down to easily sort your lab's MSP Requirements.

From here you will be able to see who has or has not completed the form, if they were approved, and when the form will be due next.

View Edit Dashboard Member Medical Surveillance MemberTracker Training

Medical Surveillance Requirements | Medical Surveillance Records

Weber Lab - Medical Surveillance Requirements

Service Type: **Animal Contact Form** Status: [Dropdown] User: [Text]

Next due after: [Text] Next due before: [Text]

Displaying 1 - 3 of 3 results

Requirement	Service Type	Required For	Status	Next Due
Animal Contact Form	Animal Contact Form	[Redacted]	Approved	1/17/2025
Animal Contact Form	Animal Contact Form	[Redacted]	Not Completed	--
Animal Contact Form	Animal Contact Form	[Redacted]	Not Completed	--

Animal Contact Forms are **REQUIRED** to be updated once a year.

No handwritten forms are accepted.

For questions email SciShieldOESHHelp@clmson.edu