



Cornell University
Cornell Center for Animal Resources and Education

CARE511.02 Student Volunteer Program

The purpose of this standard operating procedure (SOP) is to describe the student volunteer program to provide extra enrichment and socialization to non-rodent animals used for teaching and research at Cornell University. This SOP is intended for use by the CARE Volunteer Coordinator, Facility Managers, PI's and CARE Vets and Techs. This procedure is approved by the Cornell Institutional Animal Care and Use Committee (IACUC) and the Cornell Center for Animal Resources and Education (CARE). Any exemption must be approved by the IACUC prior to its application.

TABLE OF CONTENTS

1. Introduction
2. Materials
3. Procedures
4. Safety
5. Contingencies
6. References
7. Appendix/Appendices

1. Introduction

A variety of animal species (dogs, cats, horses, cows, sheep, etc.) are routinely used for teaching projects and research in the College of Veterinary Medicine. A student volunteer program is in place to provide extra enrichment and socialization for these animals. The program is coordinated by CARE, and will be supervised by the CARE Volunteer Coordinator, the manager of the animal facility, or their designee. Cornell students may volunteer to participate in this program.

2. Materials

Required paperwork to meet the requirements of Cornell Policy 6.5, University Volunteer and CARE (see 3 b iv).

3. Procedures

- a. Facility Manager Responsibilities
 - i. Facility managers will notify the CARE Volunteer Coordinator when a group of animals is expected to arrive for a teaching or research project that would benefit from extra enrichment and socialization.
 - ii. PI's, Course Instructors or CARE Vets/Techs can request volunteers for animals in need of extra enrichment and socialization.

- b. CARE Volunteer Coordinator Responsibilities
 - i. Post a flyer and/or distribute a notice to veterinary students and select students through faculty advisors requesting students who are interested in participating in the Volunteer Program.
 - ii. Contact Principal Investigator/Course Instructor/Facility Manager for details on animals to be used and address questions, concerns or constraints.
 - iii. Contact students who showed interest in the program and schedule a meeting.
 - iv. Provide the student a packet of information that includes:
 - AUHSP Booklet
 - Skills for Success Sheet
 - Student Information Sheet
 - Volunteer Profile
 - Volunteer Agreement
 - Description of Duties
 - Confidentiality Agreement
 - v. Give CARE Training Coordinator the student's e-mail to send information for Module 1 of IACUC Training and the Risk Assessment.
 - vi. Check returned paperwork for completeness and call references.
 - vii. Set up Module 2 and species-specific training, if necessary, after Mod 1 has been completed and the student is cleared through EH&S and/or Gannett.
 - viii. Schedule students for volunteer times.
- c. Volunteer Responsibilities
 - i. Complete appropriate paperwork. (see 3 b iv.)
 - ii. Submit a *Risk Assessment Form* and, if required, a *Medical Evaluation Form*.
 - iii. Complete Module 1 of IACUC Training and any other training as assigned by the facility manager or CARE staff.
- d. Record Keeping
 - i. CARE Volunteer Coordinator will keep a folder for each student with the required paperwork.
 - ii. Copies will be given to the student, LAS Business Manager, and Office of Risk Management.
 - iii. A list of students will be kept with name, e-mail, phone and availability.
 - iv. Records that indicate the date, animal identification, enrichment activity conducted, students name and time in and out will be maintained in each facility.
 - v. Socialization Records will be maintained in each animal's individual file.

4. Safety

NA

5. Contingencies

NA

6. References

- CARE SOP 707 Animal Related Injuries
<http://www.research.cornell.edu/CARE/documents/SOPs/CARE707.pdf>
- Cornell University Policy 6.5, University Volunteers
<http://www.policy.cornell.edu/CM Images/Uploads/POL/vol6.5.pdf>
- CARE Zoonoses web page
<http://www.research.cornell.edu/CARE/zoonoses.html>
- Allergen information
<http://www.research.cornell.edu/Care/documents/OHS/AllergyPreventionFactSheet.pdf>

7. Appendix

NA

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