Process for being approved on animal protocols, for IDP rotation students who will handle animals as part of their project:

[note: if you will only be observing animal work, not handling animals, take a look at policies (https://my.acs.ufl.edu/Policy_detail.aspx?ID=11) and then if it is suitable, your mentor can fill out a "**Visitor to Observe Research**" form (https://my.acs.ufl.edu/forms/visitorRequest.pdf) and send to ACS for approval.]

1. As soon as you identify that your rotation will require animal work, ask your mentor to complete and submit the The **Health Risk Assessment Form** for the EH&S Animal Contact Program (http://www.ehs.ufl.edu/programs/bio/animal/). <u>Let the IDP office know-- they will pay for this service</u>. Please use the most recent form found on the website. Follow the instructions on the form which outline where to fax & mail the form. The IACUC will receive notification from EH&S when you have been approved to work with animals. Start this process early as approval may take a week or more, and the training below must get done too. Registration must be completed before working with animals and renewed every 3 years.

> Now do two of the online training modules before this approval comes back, or even before you know that you will be doing animal work, if you want to be as prepared as possible: Working with the UF IACUC and Animal Awareness seminar (see #2 and 3 below). These two modules are required for everyone involved in animal research, and only need to be done once. *Always do online training modules as soon as possible, and let your mentor know when you have finished them (with a passing grade).*

2. Complete **Working With the UF IACUC** training:
First time users: Go to the **AALAS Website** (https://www.aalas.org). Click 'Enroll Now" then select 'Myself.' Select 'Yes I have an Access Code'. Enter 'ufiacuc' as the code. Create a username and password (and keep track of it). Complete all fields required and click on 'continue'. You will get a notice ' Welcome Enrollment Completed'. Then hit 'continue' again. Click on the 'Libraries' tab at the top of the page and click on the Animal Care and Use courses, then the University of Florida Tracks, finally click on 'UF Researchers – IACUC Training Modules' and select Compliance and IACUC Training and choose the "Working with the IACUC course".

> Once you have registered you do not need an access code. After your account is established, you may log on to AALAS with your account username and password. These are your creations and are not necessarily the same as your Gatorlink information. If you have forgotten your username and password, please contact the IACUC office for assistance.

3. Complete **Animal Awareness Seminar:** Login to myUFL. Go to Main Menu, My Self Service, Training and Development, My Training Enrollment OR Login in at: mytraining.hr.ufl.edu.
> Search by Course Number - enter it into Activity Search Box (top left corner)
> **ACS800 – Animal Awareness Seminar**

4. Your mentor should now **revise the IACUC protocol to add you** to the personnel section. It might take a few days or more to hear back, and the IACUC admin will recommend some specific training for the student to finish before final approval (it is an administrative action, not IACUC board action).

5. Your mentor should then tell you which additional **AALAS modules** are required, which will likely include for specific species and procedures.

      For example:
        All individuals <u>working with</u> <u>mouse breeding colonies</u> are required to take "Mouse Breeding Colony Management". You do not need to do this if ACS is breeding the mice for you.
        All <u>individuals breeding genetically engineered mice</u> must take the module above and are ALSO required to take "Genetically Engineered Mice: Approaches for Evaluating the Phenotype" AND "Genetically Engineered Mice: Overview of Transgenesis and Conditional Control".

6. Your mentor should also tell you which facility the animals are in (see choices below), so you can do the **Facility-Specific Tutorial** at the ACS website.
        ACS803 – CGRC
        ACS804 – BMS
        ACS805 – MBI
        *ACS806 – Communicore
     *CVM, Progress Park & Psychology rodent users should take this.
        #ACS807 – Communicore Infectious Disease
  #Applies to working in any ACS BSL rodent housing area.

     This is the same website as the Animal Awareness seminar. Click on View Available Sessions. Select the on-line session and follow the link to the training. Tell your mentor as soon as you finish these, and he/she should inform IACUC that the training is complete (and hopefully the EHS approval is back by then too).

7. Then, as soon as you are approved on the protocol by IACUC, your mentor needs to **submit an ACS facility access request form asking** for you to get official access. This can take a week or two also, so perhaps your mentor can ask for it to be expedited.

8. Then a **tour** is required after all above requirements are met. Once the ACS front office verifies that you've completed the access requirements, they will send you and the ACS Facility Coordinator an email stating that you are ready for a tour. The ACS Facility Coordinators schedule tours several times a week and will work with you to accommodate scheduling. During that time they will also scan your hand to enter it in the access system.