OVERVIEW: Summary of steps

Ensure you are in the UF system with an active GatorLink ID & UF ID card

This will provide the following:

* building access (must have UF ID to complete Building Access Form)
* UF email account (Need UFID# and Gatorlink username)

To be approved on a protocol:

* Fill out & fax in the Risk Assessment form
* Register with IACUC
* Take training modules
* Email both Dr Febo ([febo@ufl.edu](mailto:febo@ufl.edu)) to tell them the protocol numbers you need added to
* Receive an email back from them indicating what protocol(s) you have been added to – this may take a couple days to a couple weeks

To gain access to animal facility:

* Be approved on a protocol
* Complete Animal Awareness seminar & Facility-specific online tutorials
* Submit Facility Access Request for the PI & protocol that you’re approved on
* Be contacted by Animal Care Services to schedule facility tour & access

DETAILED LIST

TO BE APPROVED ON A PROTOCOL:

1. **Fill out & fax the Risk Assessment form for Animal Contact** (found at <http://www.ehs.ufl.edu/programs/bio/animal>)

* Psychiatry Fiscal Information:

-Psychiatry – Graham Wilson– [gwil@ufl.edu](mailto:gwil@ufl.edu)

* Immunization History – indicate date as mo/yr

-If you don’t know the last time you had a particular shot, leave it blank. Health Services will contact you or your PI if you need to have an immunization updated.

*Send this form in ASAP, as it may take up to a couple weeks to be approved and will hold up the rest of your approval process.*

1. **Self-register within the IACUC system**

* Go to <https://iacuc.ufl.edu/secure/>
* Click on “myIACUC” tab then “login” in the upper right corner, and login with you gatorlink ID and password.
* Complete the self-registration (check yourself as “study staff” unless told to do otherwise). This registration can take up to 48 hours to process.

1. **Complete the** **AALAS Modules**

* Contact IACUC (352-273-9535) for the AALAS Access Code
* Go To [www.aalaslearninglibrary.org](http://www.aalaslearninglibrary.org) & click “Enroll Now”

Use your access code and enroll as “Myself”

Once you’ve created an account, click:

Libraries 🡪 Animals Care and Use Courses 🡪 University of Florida Tracks 🡪 UF Researchers – IACUC Training Modules

* Read & take quizzes on **ALL** of the following modules:

Under “Compliance and IACUC Training”:

* **Working with the UF IACUC (Non-VA version)**

**Under “Species Specific”:**

* **Working with the Laboratory Mouse (IF working with mice)**
* **Working with the Laboratory Rat (IF working with rats)**
* **Mouse Breeding Colony Management**
* **Genetically Engineered Mice: Approaches for Evaluating the Phenotype**
* **Genetically Engineered Mice: Overview of Transgenesis and Conditional Control**

**Under “Anesthesia, Analgesia, and Surgery”:**

* **Pain Recognition & Alleviation in Laboratory Animals**
* **Post-Procedure Care of Mice and Rats in Research: Minimizing Pain and Distress**
* **Aseptic Technique for Rodent Survival Surgery**

1. **Request being added to IACUC Protocol(s)**

* Ask your PI or lab mentor which IACUC protocols you need to be added to
* **AFTER** completing steps 1-3 above, email Dr. Febo ([febo@ufl.edu](mailto:febo@ufl.edu)) indicating which IACUC protocols you need to be added to. They will put in modification requests that will add you to the list of personnel.
* Wait until you receive an email back from Dr. Febo – He will email you once the protocol modification is approved and tell you which protocol to use for step #2 (below). If you are being added to multiple protocols, you may be approved on some before others. \*\**This may take from a couple days to a couple weeks\*\**

TO GAIN ACCESS TO ANIMAL FACILITY:

**Be approved on a protocol** – complete all of the steps above and wait to receive the email that says you’ve been approved onto at least 1 protocol.

1. **Complete Animal Awareness Seminar & Facility-specific online tutorials**

* Ask your PI or lab mentor which animal facilities you need access to.
* Go to [acs.ufl.edu](file:///\\ahcdfs.ahc.ufl.edu\files\CTRND\SHARE\CTRND-Public\Animal%20Info\NEW%20ANIMAL%20USER%20INFO\acs.ufl.edu) and click “Facilities Access” in the middle of the screen.
* Complete requirement #3, specifically the on-line **Animal Awareness Seminar** (ACS800) and **Facility Specific Tutorial(s) (potentially ACS803 – 807)**.
* These can be accessed thru myUFL > My Self Service > Training & Development > Request Training Enrollment > Search by Course Number. If you are unable to sign up through myUFL call 273-9230 or email [ACS-Office@ACS.ufl.edu](mailto:acs-office@acs.ufl.edu) and the ACS Front Office Staff will assist you.

1. **Submit Facility Access Request**

* Go to [acs.ufl.edu](file:///\\ahcdfs.ahc.ufl.edu\files\CTRND\SHARE\CTRND-Public\Animal%20Info\NEW%20ANIMAL%20USER%20INFO\acs.ufl.edu) and click “Facilities Access” in the middle of the screen.
* Complete requirement #4
  + - Indicate one of the protocol numbers that Dr. Febo has confirmed via email that you are approved on.
    - Access level: Level 4 (Justification = some animal experiments require after-hours care)
    - Check boxes for facilities you will need access to (probably MBI – Rodent General Housing).

Once you submit this form, it goes to your PI, who submits it to Animal Care Services. After receiving it, ACS will email you to set up a time to tour the necessary facilities & establish elevator/hand scan access to the area(s).

Hand-scan access, Gator1-card access, and facility tours are all granted at the same time and are the last step of this process. They cannot be completed until everything else is done. Depending on how much of this process you need to complete, it can take weeks from start to finish so please act in a timely manner!

\*\*If you will be involved in any surgeries, you will need to register for the Aseptic Technique Workshop once you have finished everything above and have access to the animal facilities. Navigate to [acs.ufl.edu](file:///\\ahcdfs.ahc.ufl.edu\files\CTRND\SHARE\CTRND-Public\Animal%20Info\NEW%20ANIMAL%20USER%20INFO\acs.ufl.edu) and click the “Training” link in middle of the screen. Click the “ACS802 Aseptic Technique Workshop” link and follow the instructions to register yourself.