

UTSA Animal User Training Program Requirements Checklist

To Be Completed Prior to Being Approved to Conduct Work on Animal Use Protocols

Required	Description	Required Personnel
<input type="checkbox"/> Obtain a UTSA account ID	Please obtain a UTSA account ID from your department. It should consist of 3 letters and 3 numbers. i.e. 'abc123'	ALL
<input type="checkbox"/> Contact IACUC	<p>Please inform IACUC@utsa.edu :</p> <ul style="list-style-type: none"> • With your name and the name of the lab you will be working/rotating in. • The IACUC office needs to validate completion of your training. • The IACUC office will send the PI an 'adding personnel form' to complete with your name and indicate the protocol(s) you will be working on; then return the completed form to the IACUC office to obtain IACUC approval once your training has been validated as complete. 	ALL

The Following Two () Requirements Must Be Completed Prior to Scheduling LARC "Hands-On" Training and Facility Orientation*

* Occupational Health Program (OHP) / Student Medical Surveillance Initiative (SMSI) Enrollment *The OHP and SMSI were created to promote the Health and Safety of all Research Personnel*

<input type="checkbox"/> Paid - Staff/Students enrollment in Occupational Health Program (OHP)	<p><u>If you are paid by UTSA (staff or student)</u>, please contact OHP at 210-458-5304 to schedule an OHP appointment. The enrollment forms to complete and submit to OHP can be found at: http://www.utsa.edu/safety/#/occupational</p>	ALL paid staff/students
<input type="checkbox"/> Unpaid - Students/ Volunteers enrollment in Student Medical Surveillance Initiative (SMSI)	<p><u>If you are a volunteer, staff or student not receiving payment funds here at UTSA</u>, please enroll in the SMSI by way of the Laboratory Animal Resources Center (LARC covers the cost of your SMSI enrollment). Phone: 210-458-6692.</p> <p>The enrollment forms to print and complete can be found at: http://research.utsa.edu/research-funding/laboratory-animal-resources-center/student-surveillance/</p> <ul style="list-style-type: none"> • On your <i>Student and Volunteer (non-employee) Request and Authorization for Medical Surveillance Review</i> form, obtain the signature of the Principal Investigator (PI) of the lab you will be working in, or your Graduate Advisor if lab is unknown. Then you will need to obtain LARC's approval signature on this form. LARC is located at the Graduate School and Research (GSR) building – 2nd floor suite 2.106 D. • Once you have received signed authorization from LARC, then contact SMSI at 210-458-5304 to schedule an SMSI appointment. 	ALL volunteers/un-paid staff/students

* Animal Worker Protection Program (AWPP) and signed AWPP Acknowledgement Form

<input type="checkbox"/> Animal Worker Protection Program (AWPP)	<p>Designed to promote a safe work environment by minimizing the risk of illness or injury associated with working with or around research animals. Click http://research.utsa.edu/research-funding/laboratory-animal-resources-center/training/ to view the presentation. Following the review of the AWPP, complete the AWPP acknowledgement form please sign, scan (preferred) and return to LARC@utsa.edu or fax to 210-458-6087.</p>	ALL
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Online Training Modules

<input type="checkbox"/> AALAS Learning Library modules (the American Association for Laboratory Animal Science offers online courses (modules) for the various levels (strata) of animal users at UTSA.	Review of basic regulatory, ethical, humane and procedural requirements, offered as an online tutorial. Please go to http://research.utsa.edu/research-funding/regulatory-requirements/animal-research/aalas-login/ Log In using your 'abc123' account ID. <ul style="list-style-type: none"> • Click on <i>Tracks</i> • Click on the specific UTSA track that pertains to you: <i>University of Texas at San Antonio-Graduate Students and Lab Technicians or University of Texas at San Antonio –PIs (Protocol writers)</i> • Complete the online modules listed under the specific track 	ALL
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Conflict of Interest (CoI) Training and Disclosure

<input type="checkbox"/> CoI – Conflict of Interest Training (repeat every four years) <input type="checkbox"/> CoI – Conflict of Interest Disclosure (file annually)	<p>Conflict of Interest (CoI): Personnel named on IACUC protocols are required by Federal Regulations and UT System policy (UTSA Policy: http://utsa.edu/hop/chapter10/10-4.html) to complete training in this area and file a current Disclosure of Financial Interests with the Committee on Conflicts of Interest (CCoI).</p> <p>CoI Training (repeat every four years): Please visit the following website to complete the training: https://oric.utsa.edu. ('abc123' account ID login required). It should take 10-15 minutes to complete the training module.</p> <p>CoI Disclosure (file annually): You are required to maintain a current CoI disclosure on file for each calendar year. To file your Disclosure of financial interests use the forms located at this website https://oric.utsa.edu/</p> <p>Contact the Office of Research Integrity at 458-4233 or email CCOI@utsa.edu if you need assistance with these requirements.</p>	ALL
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OHP/SMSI and AWPP Must Be Completed Prior to Scheduling LARC Hands-On Training and Facility Orientation

LARC “Hands-On” Training and Facility Orientation

<input type="checkbox"/> LARC “Hands-On” Training and Facility Orientation	<p>The hands on training is offered as an “All-In-One” weekly training session that includes:</p> <ul style="list-style-type: none"> • Facility Orientation: A guided tour of the animal facility where the user will learn proper procedures for working within the facility, location of resources, room entry procedures, proper PPE use and handling of the animals within a hood. • Rodent Biomethodology: Species-specific review of basic handling, restraint, blood collection, injection methods, euthanasia and other common procedures. To download/review handouts, click on links: Mouse Biomethodology at http://research.utsa.edu/wp-content/uploads/2015/02/Mousebiomethodologyhandouts.pdf Rat Biomethodology at http://research.utsa.edu/wp-content/uploads/2015/02/Ratbiomethodologyhandouts.pdf • Rodent Surgery Workshop (requirement only for those participating in rodent surgery) Topics include animal preparation, anesthesia, instrument selection and handling, suture selection, gentle tissue handling and dissection, pain recognition and analgesia, peri- and post - operative care of rodents. To download/view Rodent Surgery Handouts, click the following links: Rodent Surgery Handouts at 	Mandatory for ALL individuals working with rodents and needing access to LARC facilities To register, contact: larc@utsa.edu
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	http://research.utsa.edu/research-funding/laboratory-animal-resources-center/training/ Links to additional surgical content handouts are found here.	
Receive IACUC Approval		
<input type="checkbox"/> Receive IACUC Approval	Inform the IACUC Office at IACUC@utsa.edu upon completion of each of the above training requirements. <ul style="list-style-type: none"> • to validate your training with the various units/departments. • to obtain the ‘adding personnel form’ from the PI. • to receive approval from the IACUC. 	ALL requiring access to LARC facilities
LARC Facility Access		
<input type="checkbox"/> LARC Facility Access	Once you are approved to be added to a protocol(s), you will need to submit the Facility Access Request form that can be found here: http://research.utsa.edu/wp-content/uploads/2014/10/FacilityAccess.pdf Please sign, scan (preferred) and return the form to the LARC@utsa.edu or fax to 210-458-6087. You will be provided a unique PIN that will be used in conjunction with your UTSA ID/swipe card.	ALL requiring access to LARC facilities

Approved – 11/21/12; Revised 6/20/13; Revised 11/19/13; Revised 4/15/14; Revised 6/10/15; Revised 6/23/16; Revised 11/8/16. 11/15/16. Revised 2/15/17.