

Frequently Asked Questions

Why is Training necessary?

- To ensure and facilitate humane animal handling and manipulation.
- For IACUC protocol approval.
- To add new personnel to existing protocols.
- To access LARC Facilities.
- To meet institutional and federal requirements.

What do I need to get started and complete the training requirements?

- You will need your **UTSA Network login: “abc123”** and password.
 - *Note: If you do not have a UTSA login contact the VPR help desk: vprhelp@utsa.edu.*
- **Create my ‘Researcher Profile’ in CLICK. (If you do not have one)**

This is a necessary step to begin writing a protocol or to be added (amended) into active protocol.

Please go to <https://oric.utsa.edu>. Using your UTSA network account (abc123), please log in and then log back out. This will alert the electronic system that you exist and your training information can be downloaded when completed and linked with your profile. This will help expedite protocol and/or amendment approval, if all training is documented timely. *Reminder! Your protocol or amendment must be approved before beginning work with animals.*
- **Download the [UTSA Animal User Training Program Checklist](#):** *Follow the instructions and checklist. It contains the list of required training, links, and important information to complete your training and enroll in the appropriate OHP/SMSI program.*
 1. **Enroll in the AALAS website to complete the IACUC-required online training.**
 2. **Review the online Animal Worker Protection Program.**
 3. **Enroll in OHP or SMSI – *IMPORTANT: Employees and students have different programs and are processed differently. Please refer to instructions in “UTSA Animal User Training Program” checklist.***
 4. **Contact LARC to enroll and schedule the “hands-on” training.**
 5. **Complete and submit necessary paperwork:**
 - Animal Worker Protection Program (AWPP) acknowledgment.
 - HBV (Hepatitis B Vaccination) disclosure (part of OHP/SMSI requirements).
 - COI (Conflict of Interest training and disclosure).
 - [LARC Facility Access Request form](#) – necessary to gain entry to the LARC animal facilities and *will be processed upon verification of training completion.*

When is training available?

- **Online modules** (IACUC, AWPP, OHP/SMSI enrollment, Col training/disclosure) are **accessible 24/7** via the internet.
- **LARC “Hands-On” Training** is available weekly (Thursdays) from 1- 5pm or 10 am – 5pm (Break 12pm – 1 pm) when Rodent Surgery Training is needed. You must contact larc@utsa.edu to enroll in the class. *Alternate days and times are available by arrangement with LARC training staff.*

What if I have a scheduling conflict or need to reschedule a training class?

- Contact the [LARC](#) for assistance.

What if I am running late to class?

- Please contact the LARC at x-6692 or the instructor directly.
- If you arrive 15 minutes or later to class, you will not be admitted and will have to reschedule.

I can't access the LARC facilities yet. What do I need to do?

Did you

- complete all your online training?
- enroll in OHP/SMSI?
- turn in your AWPP acknowledgement?
- complete Col training and submit your Col disclosure?
- complete the hands-on training?
- get added via an amendment to an existing approved protocol?

I have a new student/person joining my lab that will be working with animals. What do I need to do?

- Have them complete the training by following the steps described above and in the [UTSA Animal User Training Program Checklist](#).
- Once training is completed, they need to be added to your protocol via an amendment.

I have a student who wants to observe my procedures involving research animals, what do I need to do?

Prior to the student beginning the observations:

- Contact [LARC](#) to inform them that you will have a student observer.
- The student will need to review the short AWPP presentation and sign, scan (preferred) and return to the [LARC](#) the [Visitor Facility Access Request form](#) or fax to 210-458-6087.

What if I work with non-rodent species? Will I still have to complete the training?

Yes, you will need to:

1. Complete the online AALAS modules.
2. Review the AWPP presentation. Download and sign the AWPP acknowledgement.
3. Complete the Col training and file a Col disclosure.
4. Enroll in the OHP or SMSI.
5. LARC hands-on training may be required depending on the species with which you will be working. The principles of humane animal care cross species boundaries, so everyone must complete these basic training requirements. The [IACUC](#) office can provide guidance on training requirements for non-rodent species.

What if I am a UTSA non-research staff member (UPD, facilities, custodial, EHSRM, etc.) and need access to the animal facilities?

- Contact the [LARC](#).
- Review the AWPP for non-research personnel. A copy of the AWPP for your area is available in your department or you may request it from the LARC.
- Attend the Facility Orientation.
- Complete and submit to the LARC the facility access request form.

What if I am a visitor (e.g. contractor/repairmen, vendor) needing to access LARC facilities?

- First contact the [LARC](#).
- You will be required to review the Visitor Safety Awareness document. <http://research.utsa.edu/research-funding/laboratory-animal-resources-center/facilities-access/visitor-access/>
- Sign, scan (preferred) and return to the [LARC](#) the [Visitor Facility Access Request](#) form or fax to 210-458-6087.