Welcome! The Institutional Animal Care and Use Committee (IACUC) here at UTSA has mandated that everyone on a UTSA-approved IACUC protocol must take some basic training courses in animal awareness and handling.  Below you will find the training requirements and instructions on what you need to complete before you can be approved to be added to conduct work on IACUC Approved Protocol(s).

Please complete the following training requirements:

# \*AWS - ANIMAL WORKER SAFETY (formerly AWPP – Animal Worker Protection Program)

* Complete **AWS presentation**
* Sign the **AWS Acknowledgement form** and submit it to [larc@utsa.edu](mailto:larc@utsa.edu)

For AWS assistance: Call (210) 458-6692 or e-mail [LARC@utsa.edu](mailto:LARC@utsa.edu)

* *Please inform* [IACUC@utsa.edu](mailto:IACUC@utsa.edu) *when you have submitted AWS Acknowledgement.*

**COMPLETION DATE:** Click or tap to enter a date.

**\*IMPORTANT NOTE**: AWS must be completed prior to scheduling #3 ‘Hands-On Training’ and ‘Facility Orientation’.

# ENROLLMENT IN THE OCCUPATIONAL HEALTH PROGRAM (OHP) or Student Medical Surveillance Initiative (SMSI)

1. Determine enrollment:

**OHP -** receiving any form of payment from UTSA.

**SMSI -** not receiving any form of payment from UTSA.

1. Access OHP/SMSI forms at: [Occupational Health | Administration and Operations | UTSA | University of Texas at San Antonio](https://www.utsa.edu/ba-administration-operations/services/risk-emergency-management/occupational-health-environmental-safety/occupational-health.html) , scroll down to OHP forms and/or Student/Volunteer forms.
2. Complete forms and submit to [UTSAohp@utsa.edu](mailto:UTSAohp@utsa.edu):

**Annual Update Enrollment:**

* OHP/SMSI enrollment should be updated **annually** and when you experience changes to your exposures, prior to annual updates. Complete **Annual Update forms** and submit to [UTSAohp@utsa.edu](mailto:UTSAohp@utsa.edu) .

For OHP/SMSI assistance: Call (210) 458-5304 or e-mail [UTSAohp@utsa.edu](mailto:UTSAohp@utsa.edu)

* *Please inform* [IACUC@utsa.edu](mailto:IACUC@utsa.edu) *when you have submitted paperwork for enrollment.*

**COMPLETION DATE:** Click or tap to enter a date.

**\*IMPORTANT NOTE**: #1 above (AWS requirements), must be completed prior to scheduling #3 ‘Hands-On Training’ and ‘Facility Orientation’.

# \*HANDS-ON TRAINING AND FACILITY ORIENTATION

The training and orientation are conducted by LARC. Please contact [larc@utsa.edu](mailto:larc@utsa.edu) or call (210) 458-6692 to schedule.

|  |  |
| --- | --- |
| **COURSE** | **COMPLETED** |
| LARC Facility Orientation | Click or tap to enter a date. |
| Mouse Biomethodology | Click or tap to enter a date. |
| Rat Biomethodology | Click or tap to enter a date. |
| Rodent Surgery (as applicable) | Click or tap to enter a date. |
| Guinea Pig Biomethodology (as applicable) | Click or tap to enter a date. |
| Species-Specific Biomethodology (as applicable) | Click or tap to enter a date. |
| Rodent Anesthesia for Procedures (as applicable) | Click or tap to enter a date. |
| Gavage (as applicable) | Click or tap to enter a date. |
| Bleeding Collection Procedure (as applicable) | Click or tap to enter a date. |
| Handling Techniques Mouse and Rat (as applicable) | Click or tap to enter a date. |
| Surgical Assistance (as applicable) | Click or tap to enter a date. |
| Necropsy (as applicable) | Click or tap to enter a date. |
| Injection Training (IV, IM, ID, IC) (as applicable) | Click or tap to enter a date. |
| Tail Snip Biopsy (as applicable) | Click or tap to enter a date. |
| SomnoSuite Anesthesia System (as applicable) | Click or tap to enter a date. |

* *Please inform* [IACUC@utsa.edu](mailto:IACUC@utsa.edu) *when you have completed all modules.*

# AALAS TRAINING MODULES

The American Association for Laboratory Animal Science (AALAS) offers online courses (modules) required for the various levels (strata) of animal users at UTSA.

Go to: **To login to the AALAS Learning Library, click**[**here**](https://dawson2.utsarr.net/comal/training/iacuc/login.php)**| Connection to**[**UTSA VPN**](https://vpn.utsa.edu/global-protect/getsoftwarepage.esp)**required to access.**

\* Follow instructions to login. If you encounter any problems trying to log in, please contact [ResearchIT@utsa.edu](mailto:ResearchIT@utsa.edu).

\* Once inside AALAS Learning Library proceed as follows:

**For Students, Lab Personnel, Volunteers:**

|  |  |
| --- | --- |
| **GENERAL TRAINING COURSE MODULES**   * Click-on "Tracks" in the left-hand column. * Click-on the “University of Texas at San Antonio – Students, Lab Personnel, Volunteers” * Click-on and complete the following online modules: | **COMPLETED** |
| Ethical Decision Making in Animal Research |  |
| Pain Management in Laboratory Animals |  |
| Post-procedure Care of Mice and Rats in Research: Minimizing Pain and Distress |  |
| **SPECIES-SPECIFIC TRAINING MODULES** (as applicable):   * Click-on "Tracks" in the left-hand column. * Click-on the “University of Texas at San Antonio – Species Specific Training Modules” * Click-on and complete the following online module(s) | **COMPLETED** |
| Introduction to Rabbits |  |
| Introduction to Guinea Pigs |  |
| Introduction to Amphibians |  |
| Introduction to Ferrets |  |
| Introduction to Fish |  |
| Introduction to Birds |  |

**For Principal Investigators (PIs):**

|  |  |
| --- | --- |
| **GENERAL TRAINING COURSE MODULES**   * Click-on "Tracks" in the left-hand column. * Click-on the “University of Texas at San Antonio – Principal Investigators (PIs)” * Click-on and complete the following online modules: | **COMPLETED** |
| Ethical Decision Making in Animal Research |  |
| Pain Management in Laboratory Animals |  |
| Working with the IACUC |  |
| Post-procedure Care of Mice and Rats in Research: Minimizing Pain and Distress |  |

**For FIELD STUDIES: PIs, Students, Lab Personnel, Volunteers: Contact** [**IACUC@utsa.edu**](mailto:IACUC@utsa.edu) **for training requirements**

You can exit a course at any point, and come back later to finish it.  If you have displayed every page of the course on your monitor, you will be able to print out a Course Completion Certificate once you have passed the quiz at the end of that course.  Your (passing) scores will be displayed on your individual transcript for documentation-of-training purposes.

* *Please inform* [IACUC@utsa.edu](mailto:IACUC@utsa.edu) *when you have completed all modules.*

# CONFLICT OF INTEREST (COI) TRAINING AND DISCLOSURE

Personnel named on IACUC protocols must complete annual COI Training and file a current COI Disclosure of financial interest.

**Connection to**[**UTSA VPN**](https://vpn.utsa.edu/global-protect/getsoftwarepage.esp)**required to access.**

* Using your ‘abc123’ ID# or ‘VU1234’ ID# go to: [https://dawson2.utsarr.net/comal/training/iacuc/login.php](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdawson2.utsarr.net%2Fcomal%2Ftraining%2Fiacuc%2Flogin.php&data=05%7C02%7CYolanda.Acosta%40utsa.edu%7C5420b54836ea40745c5f08dc9601dede%7C3a228dfbc64744cb88357b20617fc906%7C0%7C0%7C638550182000403651%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=bQI03W%2B6GPYZck6GOEgpkhJh1HVJOWggXDqNjhFxBLw%3D&reserved=0)
* Log in and follow instructions to complete and submit:

**COI TRAINING (repeat annually) – COMPLETION DATE:** Click or tap to enter a date.

**COI DISCLOSURE (file annually) – COMPLETION DATE:** Click or tap to enter a date.

If you have any questions or require assistance on COI requirements, please contact the Conflict of Interest office at [CCOI@utsa.edu](mailto:CCOI@utsa.edu) .

* *Please inform* [IACUC@utsa.edu](mailto:IACUC@utsa.edu) *when you have completed COI requirements.*

We are here to help, so please do not hesitate in contacting us: [IACUC@utsa.edu](mailto:IACUC@utsa.edu)

Thank you!

**IACUC Office Use Only:**

Chair/Vice Chair Approval Click or tap to enter a date.

UV/UV Alternate Approval Click or tap to enter a date.

IACUC Administrator Approval Click or tap to enter a date.