Office of the
Vice President for **Research**
at the university of georgia

UGA Office of Animal Care and Use

For UGA personnel working with animals for the first time or
NEW employees/students/volunteers planning to work with animals

For questions about this form contact:

Office of Animal Care and Use:
706-542-5933 or email **IACUC@uga.edu**

Checklist for Projects Using Animals
(Not for AUP Submittal – Personal Reference Only)

To receive IACUC approval to work with animals and unescorted access to animal facilities:

1. ☐ **Determine if you want to participate in the Occupational Health and Safety Program and complete the "Occupational Health Questionnaire".** You must complete this form in full if you would like to participate in the program. If you do not want to participate, you must still return the form with the "Decline to Participate" section completed. Questionnaire responses will determine the necessity for further Occupational Health evaluation.

2. ☐ **Complete the two IACUC-mandated online training modules and associated quizzes**. You can access these modules on the AALAS Learning Library through the UGA GEAR site at http://gear.ovpr.uga.edu/applications-and-databases/aalas/ Please use your UGA MyID and Password for access. The mandatory courses include:

- **UGA IACUC 101** (Note: "UGA IACUC 101 Refresher" can only be used if you have existing credit for "UGA IACUC 101")
- **Staying Healthy While Working with Animals**

The mandatory courses can be found under the "UGA Mandatory Animal Research Training Courses" tab which can be found under *Animal Care and Use Courses* in the *Libraries* tab. Remember that a passing grade on the associated quiz is necessary for course credit.

3. ☐ **Have your name added to all of the Animal Use Protocols (AUPs) under which you will be working.** The Principal Investigator can add you by submission of an AUP Amendment(s). Please be sure that they list your "Roles, Responsibilities *and* Relevant Training" by opening the '+' box beside your name on the protocol. This administrative change does not require full review by the IACUC. All personnel must be listed on the appropriate protocol **BEFORE** beginning animal work on that protocol. A copy of the page of your course history once you have been added to the AUP must be brought to Orientation.

4. ☐ **Read the URAR Orientation Handbook at:**
http://research.uga.edu/docs/units/oacu/urar/URAR-Orientation-Handbook.pdf

5. ☐ **If you do not have a Proximity Card, complete a Proximity ID Card Request Form at:**
http://www.ovpr.uga.edu/urar/docs/URAR-Prox-Card-Request-Form.pdf
Have the form signed by your supervisor and take the form to Card Services at the Tate Student Center to obtain the card. (NOTE: Standard UGACards are not Proximity ID Cards.)

6. ☐ **Request facility access from your Animal Facility Supervisor and schedule an animal facility orientation:**
An orientation of the animal facility is required before access can be granted. Orientation and access requirements are specific to each animal facility. Each individual must obtain personal access authorization. No individual may enter any animal facility using the access authorization of someone else. Please bring your Proximity ID Card to orientation to have it activated for approved areas. A list of facility supervisors can be found at http://research.uga.edu/oacu/urar/animal-facility-contact-list/