# INSTRUCTIONS FOR IACUC CERTIFICATION OF

# PERSONNEL USING ANIMALS OR ANIMAL TISSUES

Instructions and documents required for IACUC certification of personnel using animals

are viewable at: <http://www.research.usf.edu/dric/iacuc/certification-personnel.asp>

**Four (4) documents are required for IACUC Certification:**

1. **Health and Risk Assessment**
	1. Complete form entitled “*Health and Risk Assessment for Employee Safety in the Care and Use of Animals”* with the assistance of your Principal Investigator (PI).
	2. Sign and have your PI sign this form.
	3. Scan and save this form as a PDF.
2. **Orientation**
	1. Complete and sign the appropriate orientation form.
		1. *Facility Orientation of Research Staff* form
			1. Personnel requiring access to an animal facility must complete and sign with their PI an additional fifth (5th) form entitled “*Request for Facility Orientation of New Research Personnel Using Animals*”
			2. Contact a facility manager to schedule a facility-specific orientation
				1. Leave completed & signed form *Request for Facility Orientation of New Research Personnel Using Animals* with the facility manager
				2. During your orientation the manger will assist you with completing *Facility Orientation of Research Staff* form, retain this completed and signed form
		2. *Orientation of Field & Wildlife Research Staff*– personnel planning studies of wildlife in natural settings must complete and sign this form
		3. *Orientation of Research Personnel Using Tissues Outside of Animal Facilities*– personnel planning studies that only using animal tissues in areas outside of animal facilities must complete and sign this form
	2. Scan and save the completed relevant orientation form as a PDF.
3. **Certificate of Training**
	1. Request an AALAS Learning Library account from IACUC@usf.edu
	2. Complete the AALAS Learning Library training module entitled “*Laws, Regulations, Policies, and the Guide - USF Orientation”*
	3. Print the certificate of completion, scan and save as a PDF.
	4. JAHVA CITI Training is acceptable in lieu of this module.
4. **Curriculum Vitae**
	1. Your CV, Biosketch, or resume which details your education/degrees, licenses, certifications, research experience, presentations, and/or publications should be scanned and saved as a PDF.

**ARC Registration is required for IACUC Certification:**

Request an ARC Account at <https://ARC.research.usf.edu/prod/>

Questions regarding ARC registration can be directed to 974-2880 or RSCH-arc@usf.edu

Upon completing ARC registration, **upload the four (4) completed, signed PDF documents** described above.

An IACUC coordinator will validate that all four uploads have been accomplished and, if relevant, inform the facility manager that security access to facilities should be granted.

**NOTE: All documents must be completed, with all required signatures, prior to uploading in the ARC system.**

**In order to complete the IACUC certification process, and secure access to animal facility, all required documentation/occupational health clearances/additional follow-up procedures must be completed. Please contact the IACUC at** **IACUC@usf.edu** **with any questions/concerns regarding status of you IACUC certification.**