

TeACS Onboarding Checklist

# Minimum Training Required Prior to Animal Handling

## Animal Occupational Health and Safety Program

* Log on to [CITI](http://citiprogram.org/) and complete the course “University of Oregon Occupational Health and Safety for Working with Animals” ([New to CITI?](https://aws.uoregon.edu/system/files/CITI%20Log%20in%20info.docx)).
* Submit the “[UO Employee Animal Occupational Health Questionnaire](https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/animal_ohp_questionnaire_2021.pdf)” to the UO Health Center ([Animal Occupational Health and Safety Program Info](https://safety.uoregon.edu/personnel-animal-contact-safety-program)).

## Volunteers/unpaid Students Only

* Submit the “[Volunteer Service Form](https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/orm_conditions_of_volunteer_service_0.pdf)” to:
  + [IACUC@uoregon.edu](mailto:IACUC@uoregon.edu) and
  + [RiskManagement@uoregon.edu](mailto:RiskManagement@uoregon.edu)

# Additional Training in Order to Gain Facility Access

## Regulatory Training

* Use your Duck ID to log in at [AWS](https://aws.uoregon.edu/) and [TeACS](https://teacs.uoregon.edu/). Following the first attempt to log in, we will grant access to the websites.
* Log on to [CITI](http://citiprogram.org/) and complete the course “University of Oregon Introduction to Animal Research”.
* Visit the AWS website and review the [policies](https://research.uoregon.edu/manage/research-integrity-compliance/animal-research/iacuc-policies), then complete the [quiz](https://forms.office.com/r/WJna0KVeru).

## Facility Specific Training



Contact [TeACSStaff@uoregon.edu](mailto:TeACSStaff@uoregon.edu) for the following:

* Send the following access info:
  + Name
  + UO ID# (95#)
  + Proximity #
  + Requested 4-digit access PIN
  + Cell Phone Number
  + PI Lab
  + Role (e.g. undergrad, grad student, post doc, lab manager, etc.)
* TeACS policy training
* Facility tour and hands-on animal training
* Skills assessment

# Additional Trainings

## Lab/Protocol-Specific Training

* Read the protocol you have been added to ([How to view protocols in RAP](https://aws.uoregon.edu/sites/aws1.uoregon.edu/files/How%20to%20view%20protocols%20in%20RAP_0.pdf)).
* Contact your lab supervisor.

## Surgery Training – Only as Requested by your Faculty Member

* Log on to [CITI](http://citiprogram.org/) and complete the course “University of Oregon Introduction to Survival Surgery”.
* Contact the Attending Veterinarian, [Dr. Kathy Snell](mailto:snellk@uoregon.edu) for:
  + Hands-on surgical training.
  + Surgical assessment.