USF IACUC Certification Completion Check List

Faculty, researchers, and staff who work with vertebrate animals or tissues must be certified by the IACUC which is done through the USF online ARC portal.

USF Policy: Principles & Procedures (Section VIII)
All documents are to be uploaded as PDFs.
Complete each item in order or there may be a delay in completing certification

Step 1 – Request an AALAS Account • You will receive an email with your AALAS log in information • Complete Profile • Complete Assigned Training listed under the Tab "Assignments" • Download completion certifications as PDFs for upload to your ARC profile
Step 2 – Request an ARC Account • Use your official email address (USF, Moffitt, Etc.) • You will receive a temporary password for log in • Log in and note fields where you will be uploading documents, become familiar with the program • **Section 2.4** – Upload PDF of CV/resume • **Section 2.6** – Add PI and Secondary Study Contact
COMPLETING CERTIFICATION DOCUMENTATION AND UPLOADING INTO ARC In order to complete the next steps please login into Arc, go to your Profile tab, select your profile, and then Edit researcher Profile activity.
Researcher Profile Section 3.1 – Animal Experience • Complete Species and Years' Experience
Researcher Profile Section 3.2 – Health & Risk Assessment Form (required) • Complete form; ***all*** information is required • Sign form; may sign electronically • PI ***must*** sign form; may sign electronically • **Section 3.2** – Upload a **PDF** of completed form to the Health & Risk Assessment field in your ARC profile
Researcher Profile Section 3.3 – Contact CompMed@usf.edu to schedule Facility Orientation *(required)* • Form must be signed by trainee and manager • Upload a PDF of the completed, signed Facility Orientation Form
Researcher Profile Section 3.4 – Upload PDF of AALAS training certifications AALAS Laws & Regs Certification *(required for all researchers)*
Researcher Profile Section 3.5 – Upload PDF of AALAS Rodent Basic Biomethodologies Certification *(required for all rodent researchers)*
Researcher Profile Section 3.6 – Contact CompMed@usf.edu to schedule Rodent Biomethodologies Wet Lab Training *(required for rodent researchers)* • Upload PDF of signed training completion form
Researcher Profile Section 3.7 – Upload PDF of AALAS Aseptic Technique in Rodent Survival Surgical Procedures *(required for certain studies only, PI will advise)*
Researcher Profile Section 3.7a – Contact CompMed@usf.edu to schedule Aseptic Surgical Training Wet lab *(required for certain studies only, PI will advise)* • Upload PDF of signed training completion form
Researcher Profile Section 3.8 – Other Documents, e.g., Wildlife PI Training Statement, Clearance Letters, additional AALAS certifications, additional wet-lab training, CITI certifications, etc. • Upload all documents as PDFs