

OLAC Quick Start Guide for New Lab Members/Researchers

Welcome to the Office of Laboratory Animal Care (OLAC)!

This guide will help you navigate OLAC's services with confidence and ensure that your animal research projects begin smoothly and in compliance with institutional and federal regulations.

For protocol-related issues, please contact the Animal Care and Use Committee (ACUC) at acuc@berkeley.edu.

Quick Start Checklist:

- Get added to an approved animal protocol** (Confirm with your PI that your name is on the protocol.)
- Set up your Recharge Account** ([Recharge Account Application](#))
- Schedule a facility orientation** ([Request via the OLAC portal](#)).
- OLAC Animal Ordering System Access** (PI must email olacit@berkeley.edu to provide notification that you are authorized to place orders.)
- Complete required Certification/Training** (Access through [OLAC Training](#)).
- Bookmark OLAC and ACUC contacts** (See Help & Resources below)

1. Overview of OLAC Services

OLAC supports ethical and compliant animal research by providing:

- Guidance and tools for Animal ordering and management.
- Training & certification.
- Veterinary consultation.
- Facility access & shared room scheduling.

2. Getting Started

- Visit the [OLAC PI Resources](#) page.
- **Log in with your Calnet ID** to access all online forms and resources.

3. Ordering Animals

1. Set Up Your OLAC Account

- Complete the [Recharge Account Application](#).
- 2. **Gain Access to the Animal Ordering Tool ([Cayuse](#))**
 - Ensure your name appears on an approved protocol.
 - The PI must email olacit@berkeley.edu to authorize your ordering privileges.
- 3. **Access the [OLAC Animal Ordering System](#).**
 - Step-by-step instructions: [How to Order Animals in Cayuse](#).
- 4. **Monitor Your Order**
 - Track order status and delivery updates in your Cayuse portal.
 - For urgent requests or changes, contact the [OLAC Animal Buyer](#) directly.

4. Facility Access & Room Scheduling

Facility Orientation Access Request

- Schedule an orientation to review safety protocols.
- Submit your completed [facility access request form](#) at the end of orientation to the orientation facilitator
- **Tip:** Allow 3–5 business days for processing.

Room Booking

- Use the [OLAC Meeting Room Booking System](#) to reserve procedure rooms
- Confirm availability and observe all posted time limits.

5. Veterinary Support

- Request services using the [Research Services Request Form](#).
- Report animal health concerns immediately to OLAC Vet Staff or email olac_vetstaff@berkeley.edu
- Access treatment records and recommendations via the [online portal](#).
- **Emergency after-hours:** Call “3-VETS” or (510) 643-8387

6. Compliance & Reporting

- Maintain accurate records of all animal use.
- Submit annual protocol renewals and amendments on time to the ACUC.
- Report adverse events or unexpected outcomes promptly.
- **Report to OLAC or ACUC anyone who is no longer with the lab**

7. Help & Resources

Key Contacts:

- **OLAC Help Desk:** olac@berkeley.edu
- **ACUC Office:** acuc@berkeley.edu
- **OLAC Trainer:** olactrainer@berkeley.edu
- **Full OLAC Directory:** olac.berkeley.edu/olac-directory

Resources:

- [SOP Templates](#)
- [Training Videos](#)
- [Policy Documents](#)

8. Tips for Success

- **Keep training up to date**—set calendar reminders for renewals.
- **Communicate proactively** with OLAC and ACUC staff.
- **Use the portal dashboard** to stay organized with tasks and deadlines.
- Subscribe to your lab's listservs for important updates.

Frequently Asked Questions (FAQ)

How long does it take to get facility access?

Processing takes approximately 3–5 business days after submitting your Card Key access form.

Who do I contact for after-hours animal emergencies?

Call “3-VETS” (510) 643-8387 or refer to the OLAC Directory for additional emergency contacts.

What training does OLAC require before handling animals? (Click on the links below to access the email or request form.)

- [EH&S 205](#)
- [Facility Orientation](#) and
- [Euthanasia](#)

For questions or additional support, always reach out to the OLAC Help Desk at olac@berkeley.edu or olacit@berkeley.edu.

Welcome again to OLAC! We look forward to supporting your research.

All links and contact info are current as of September 2025. Please check the OLAC website for the latest updates.