

QUICK START FOR NEW HIRES – OLAC ACCESS



OBTAIN A CAL 1 ID CARD

<https://cal1card.berkeley.edu/>

A CalNet ID or Affiliate ID is **required** to begin any of the following steps

Risk Assessment – Occ. Health <https://ehs.ucop.edu/ohss>

3-4 days to complete

1. PI or representative fills out the “Risk Assessment”
2. Notification is sent to the researcher via email
3. Researcher MUST approve the Risk Assessment
4. Researcher fills out the Health Questionnaire
5. Occ. Health Approves
6. Researcher acknowledges the medical assessment - complete

Required for the AUP personnel amendment

CITI – Working with the IACUC

Take “Working with the IACUC” online course

2 hours to complete

http://acuc.berkeley.edu/citi_guide.pdf

Required for the AUP personnel amendment

EHS 205-Safety and Care of Research Animals at UC Berkeley

Take online course

30 minutes to complete

<https://jwas.ehs.berkeley.edu/lmsi/?searchText=ehs%20205>

Can complete before or after AUP Amendment

Print out completion certificate

OLAC FACILITY ORIENTATION

In-Person

1 hour session/tour

Facility Orientation Request

<https://www.olac.berkeley.edu/training>

Requires the trainee to enter and walk the facility to learn where things are located and OLAC expectations for facility use

Can complete before or after AUP Amendment

Instructor’s Signature/Date Required

Animal Use Protocol Amendment – Add Person’s Name, no other additions

Reference: Adding Personnel to an Approved Protocol

http://www.acuc.berkeley.edu/eprotocol_guides/add_personnel.pdf

Complete CITI training and Occ. Health before submitting AUP personnel amendment

- Any individuals in contact with any animals must be added to the protocol
- DO NOT add any additional procedural amendments together with personnel updates, this will require more than administrative review
- If more than the individual is being added to the AUP, use a separate amendment for each person
- Once approved, **print out the eProtocol Investigator Dashboard**

http://acuc.berkeley.edu/eprotocol_guides/facility_access.pdf

Compile the signatures, and 2 print outs noted above, to complete the

Card Key Access Form – General

https://www.olac.berkeley.edu/sites/default/files/forms/general_access_form.pdf

Submit all paperwork in person to NAF Office#203 (ground level)

No access to OLAC areas or animals until the card key has been activated, with all steps completed.

Once there is access on the card, and access to your animal area, then you may schedule training or certification time.

OLAC Certifications, Training, & Breeding Info - <https://www.olac.berkeley.edu/training>