

Procedure to Obtain Clearance to Work with Animals

This is a two-step procedure, and both steps need to be completed in order to be certified to work with animals in either classes or research. First, you need to complete the Orientation to Animal Care and Use at Rutgers. Then, you must complete the Animal Research Clearance Questionnaire.

- 1) Log into eIACUC: <https://eIACUC.rutgers.edu> with your RU NetID and password to reach the eIACUC home screen.
- 2) Click on the "Orientation Training" link on the left-hand side of the screen.
- 3) Follow the directions to complete the Orientation to Animal Care and Use at Rutgers.
- 4) Upon successful completion of the Orientation to Animal Care and Use at Rutgers, select this link on the left side menu: [Animal Research Clearance \(NB, Piscataway, Camden\)](#).
- 5) Read the whole information page before clicking the **RED** "Go to the Animal Research Clearance Questionnaire" button.
- 6) This will direct you to the **Log In** for the ARC (Animal Research Clearance site) Read the small print before you click the **RED** "Please Log-in here" button.
- 7) The ARC home page appears: "Welcome to the Animal Research Clearance (ARC) Questionnaire Submission Site". Click the **Red** "New ARC Questionnaire submission" button.
- 8) The questionnaire page will open, there are 3 steps of questions that must be completed. In the initial profile page, for the question, "Principal Investigator/Supervisor?" enter Dr. Barry Jesse's name.
 - a. **Step 1:** You will need to identify all of animals that you **MAY** be exposed to while at Rutgers. Species that may be encountered that are not explicitly listed should be entered as "other" and listed in the "Other" text field of question 1.1. Then complete questions 2 – 7 for any known symptoms you may have related to the specific species. Question 8 is a text field to report the total number of hours per week the animals are worked with (exposure period).
 - b. **Step 2:** Questions 9 – 19 are the general Medical History yes/no questions
 - c. **Step 3:** Questions 20 – 21.2.1 are specific Animal history questions focused on your historical exposure to animals and any health related symptoms you may have to your pets.
- 9) Click the **Save and Quit** button at the bottom to automatically submit the form.
If you aren't ready to submit the questionnaire, then you **MUST** select **Save** to preserve your questionnaire so you may return to complete it at another time.