

Animal Research Facility Access

The IACUC (Institutional Animal Care and Use Committee) requirements **MUST BE COMPLETED BEFORE** access and work in the DAR (Division of Animal Resources) animal facilities is granted. At a minimum, persons must have their research credentials on file with the IACUC and be listed on an approved protocol (details given below). All forms for the IACUC can be found on their website: www.emory.edu/IACUC/forms

Step-by-Step Procedures to Gain Animal Research Facility Access

1. Complete the necessary training course(s) by accessing the module(s):
www.citiprogram.org
Names will be forwarded to the IACUC.
2. Complete and submit Credentials Form to the IACUC:
www.emory.edu/IACUC/forms/Credentials.doc
3. The Principle Investigator must add all **new** personnel to approved protocol(s) with the IACUC.
www.emory.edu/IACUC/forms/Modification.doc
4. Bring a copy of the IACUC approval letter, listing your specific name as approved and a completed Card Access form (www.dar.emory.edu/forms/Security/form_security_card.pdf) to the DAR Orientation to gain admittance.

Card processing starts at 1:30 every Monday (Whitehead G02) and the DAR Orientation begins promptly at 2:00. *Late admissions will be turned away.*

All of these requirements must be met before access to animal facilities is given. Unfortunately, no exceptions are allowed. Please note that animal research facility access cards are non-transferable and may not be used by others. Once issued, sharing of cards may result in the immediate deactivation of the card and reporting to the IACUC. Please report lost cards or facility access complications directly to the DAR.

If you have questions regarding these requirements, email IACUC@emory.edu or call (712-0734).