

AOps: How to Submit a PI to PI Transfer

	Submit Transfer	Approve Transfer	Complete Transfer
PI to PI*	Sending lab**	Receiving PI	Facility
PI to PI* w/Facility Change	Sending lab**	Receiving PI	Facility
Facility or ABSL level	Lab	Facility	Facility
Protocol (same PI)	Lab	Lab	Lab
Budget	Lab	Lab	Lab

1) Log in to Aops Website



Login as

User Name:

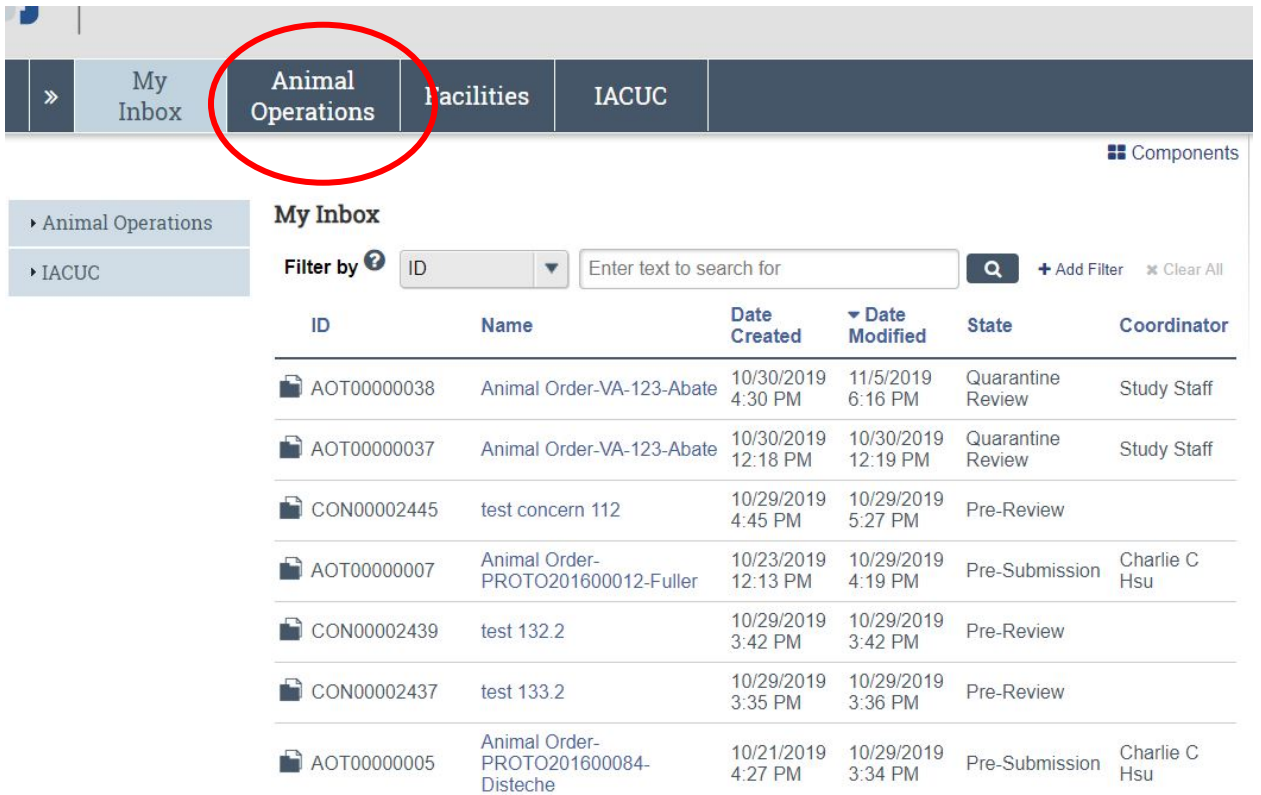
Password:

Remember me

After signing into this site, you are bound by the terms and conditions set forth when you received your account.

- a. Log in with your UWNetID.
- 2) The first page you will see is your **Inbox**. This is where all pending items and items that require attention show up. This is also where you can see the status of any pending orders.

3) Click on the top navigation bar: **Animal Operations**



The screenshot shows a web application interface. At the top, there is a navigation bar with several tabs: 'My Inbox', 'Animal Operations', 'Facilities', and 'IACUC'. The 'Animal Operations' tab is highlighted with a red circle. Below the navigation bar, there is a 'My Inbox' section. On the left, there are two sub-tabs: 'Animal Operations' and 'IACUC'. The 'Animal Operations' sub-tab is selected. In the center, there is a search filter labeled 'Filter by' with a dropdown menu set to 'ID' and a search input field containing the text 'Enter text to search for'. To the right of the search field are buttons for '+ Add Filter' and 'x Clear All'. Below the search filter is a table with the following columns: 'ID', 'Name', 'Date Created', 'Date Modified', 'State', and 'Coordinator'. The table contains seven rows of data, each representing a protocol entry.

ID	Name	Date Created	Date Modified	State	Coordinator
AOT00000038	Animal Order-VA-123-Abate	10/30/2019 4:30 PM	11/5/2019 6:16 PM	Quarantine Review	Study Staff
AOT00000037	Animal Order-VA-123-Abate	10/30/2019 12:18 PM	10/30/2019 12:19 PM	Quarantine Review	Study Staff
CON00002445	test concern 112	10/29/2019 4:45 PM	10/29/2019 5:27 PM	Pre-Review	
AOT00000007	Animal Order-PROTO201600012-Fuller	10/23/2019 12:13 PM	10/29/2019 4:19 PM	Pre-Submission	Charlie C Hsu
CON00002439	test 132.2	10/29/2019 3:42 PM	10/29/2019 3:42 PM	Pre-Review	
CON00002437	test 133.2	10/29/2019 3:35 PM	10/29/2019 3:36 PM	Pre-Review	
AOT00000005	Animal Order-PROTO201600084-Disteche	10/21/2019 4:27 PM	10/29/2019 3:34 PM	Pre-Submission	Charlie C Hsu

4) You will see a list of the PI's active protocols. PI to PI transfers begin with the sending PI's protocol.

» My Inbox Animal Operations Facilities IACUC

Protocols Orders Transfers Service Requests Cage Cards Billing Events ...

Protocols

Active Pending Activation Suspended or Lapsed Closed All Protocols

Filter by ID + Add Filter ✕ Clear All

ID	Name	PI	Date Modified	Date Approved	Date of Expiration	Cage Cards on Census	Percent Used
PROTO201700220	2174-31: Reversing Alzheimers Disease	Warren C. Ladiges	11/18/2019 3:42 PM	12/6/2018	10/4/2020	0	0
PROTO201700045	2174-23: Aging Intervention	Warren C. Ladiges	11/13/2019 1:52 PM	10/28/2019	3/29/2021	0	0.1

2 items page 1 of 1 10 / page

All activity in Aops requires you to choose the appropriate protocol to initiate an action. Protocols are automatically pushed into the system once approved by IACUC in Hoverboard. Click on the protocol that you wish to transfer animals under.

5) Initiate a Transfer

» My Inbox Animal Operations Facilities IACUC

Protocols Orders Transfers Service Requests Cage Cards Billing Events ...

Approved PROTO201700045 **2174-23: Aging Intervention** ☆ Follow

Next Steps

- View Protocol
- Printer Version
- Transfer/Export Animals
- Report Animal event
- Request Service
- Request Inventory
- Create Reservation

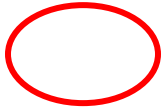
Approved: 9103
 Used: 73
 On Order: 104
 Available: 8926
 Cage cards on Census: 16
 Total number of animals currently on census: 108

Approval Date: 10/28/2019
 Expiration Date: 3/29/2021
 Created by: System Administrator
 Principal Investigator: Warren C. Ladiges

Related IACUC submission: PROTO201700045: 2174-23: Aging Intervention

Group	Species	# Births	# Weaned	# Culled	# Used	% Used	# On Order	# Available	% Available	Pain Category
Mice	Mice	18	16	2	73	0.8	104	8926	98.1	N/A

6) Choose "Animal Transfer"



7) Select the cage card of the animal you wish to transfer by clicking the gray ellipsis box



- 8) Select a transfer date by writing in the date (MM/DD/YYYY) or clicking on the calendar icon and choosing your desired date. **You may not choose a date in the past.** If you need a transfer to take place for a prior date, make a note of the desired date in the comments field on the submit screen. This will be fixed in a later step.
- 9) Select “Yes” or “No” if the animals have undergone any tests or procedures recently? If “Yes”, a box will appear below to describe the procedure.

Transfer Information

1. * Cage card selector: ?

Cage Card ID	Facility	Protocol	Per Diem Account	State	Species	Capacity
C00000012	ARCF Viv N040	PROTO201700045	65-4321	Active	Mice	5

2. * Requested transfer date:

3. Have these animals undergone any tests or procedures?

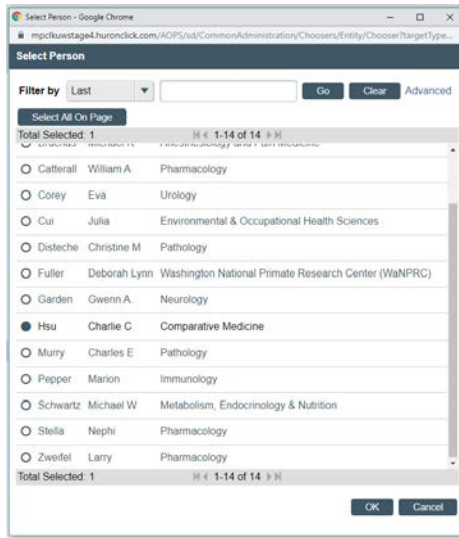
Yes No [Clear](#)

4. * Provide an explanation of procedures the animal(s) experienced prior to transfer other than genotyping and identification (i.e. substance administrations, surgeries, dietary restrictions, etc.):

Test

13) #1 click “Yes” for transferring to another PI. A box will appear below where you can search the PI by clicking on the gray ellipsis box.

14) Select the PI and click “OK”



16) Submit your request on the transfer workspace screen.

How Do I Submit?

Important! Clicking “Finish” does not submit this transfer.

Clicking “Finish” will return you to the transfer workspace. The transfer will be in a draft state until you are ready to submit. Once you are ready to submit, return to the transfer workspace and click on the Submit button in the left-hand navigation. This will route the order to the next stage in the process.



17) Once submitted, please notify the receiving PI of the transfer and tell them the AOT number. **They will need to log in to approve the transfer and assign it to the proper budget, location, and protocol.**

18) Once approved, you will receive a notification in your AOps inbox.

Next Steps:

The transfer will need to be completed in the AOps system for the transfer to take place using the "complete" command. **The transfer will need to be completed by the facility supervisor or PC.** ** Please Notify the Facility Supervisor and PC of the transfer AOT#.

They will need to get updated cage cards or labels created for the receiving lab. DO NOT destroy the existing cage cards until you have replacements. The cage card ID number remains the same.