AOps: How to Submit a Facility or ABSL Status Transfer

1) Log in to Aops Website

   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
4) You will see a list of the PI's active protocols.

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 order animals under.

5) Initiate a Transfer
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.**

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.
10) If you are just transferring to another facility, or ABSL status change, click no on both boxes

11) Click “Yes” if you are changing the facility or ABSL status. A box will appear that will allow you to choose a room

12) Click the gray ellipsis box to select a room

13) You may select your desired location. NOTE: only rooms that you are approved for on your IACUC protocol will appear
14) You may also change the animal group at this time if need be

15) Follow the instructions on how to submit your request. Clicking “Finish” DOES NOT submit your request.