Instructions and Tips for Completing the Animal Exposure Questionnaire (AEQ)

Accessing the AEQ

- Go to the website (https://ermsp.ucop.edu/anmlhndlr/MyFormsList).
- At the InCommon access page, select “University of California, Berkeley” in the drop-down menu and click “Next”. It is up to you if you want your selection to be remembered.
- Type in your CalNet ID and passphrase, and then click “Sign In”
- To begin a new form, click on “Create New” under “Action” in the “Animal Handlers Forms History” section of the page. Basic instructions for completing the questionnaire can be found in the “Instructions” section.
- IMPORTANT: functional web browsers include Firefox, Safari and Internet Explorer. The form does not function if you are using Chrome.

Completing & Submitting the AEQ

- Complete the form as thoroughly and honestly as possible
- As you complete the form, please remember that:
  - Fields highlighted in yellow are required (NOTE: The highlighting is removed once the question is answered).
  - If you wish to save your work and return later to finish the questionnaire, please click the "Save" button and then click the "Cancel" button which will returned to the instruction page/screen. When you wish to return to your saved form, please click on "Open" under the "Action" column.
  - If you would like a hard copy of each page:
    - Turn off all pop-up blockers
    - Click on the "Print" button to create a PDF of the page in a new window
  - UCB ID# is your 6 digit University Identification number (it can be found by searching for your information in the online UC Berkeley Directory – it is not the 9-digit number on your University ID)
  - Phone numbers must include the area code and should be entered in one of three formats: Xxxxxxxxxx, xxx-xxxx-xxxx or (xxx) xxx-xxxx.
  - “ABSL” means “Animal Biosafety Level”
  - Your definite or potential exposure to all animal species should be selected (even if you are on multiple Animal Use Protocol (AUP) personnel sheets)
  - Dates
    - Click on the calendar icon if present to select a day, month, and year
    - If you need to type in a date, the boxes will only accepted a complete date (e.g., month/day/year).
    - For vaccination dates: If you know that you had the vaccine but cannot remember the specific date, click “Yes” for the appropriate vaccine but leave the “Vaccination Date” blank
If you do not wish to provide your health information (i.e., complete Section III):

- Click the “Next” button on the bottom of the first page of Section III
- On the following 2 pages, select “Decline to Answer” where appropriate
- Complete either Section IV or V to complete the questionnaire

On the last page of the questionnaire, you must complete either Section IV and/or V to before submitting the questionnaire:

- Section IV:
  - Click the "Click to Sign" button
  - The following message will be displayed:

![Signature Information](image)

- After reading the Participants Acknowledgment statement, click the “Accept” button
- The following “Signature Information” message then will be displayed:

- Click “OK” to complete the signing of the questionnaire
- Click the “Submit” button to submit the completed questionnaire

If you have not answered a required question (i.e., the fields highlighted in yellow), the following error message will be displayed:

![Error Message](image)
- If you receive this message, click on the “Previous” or “Next” buttons at the bottom of each screen to scroll through the questionnaire to locate any unanswered questions.
- Once all of the questions have been answered, sign and click on the “Submit” button to submit the completed questionnaire.
- An automated email will be sent to you stating you have successfully submitted your AEQ.

What To Do Once You Have Submitted the AEQ

Submission of your AEQ does not mean you are automatically approved. Once your questionnaire has been submitted, you will receive an email response from the Occupational Health Clinic once it has been reviewed, generally within 4 days.

You can check the status of your questionnaire by returning to the AEQ website. After the InCommon access page in the “Animal Handlers Forms History” section under “Form State” is the status of your questionnaire:

- Draft - the questionnaire has not yet been submitted
- Pending - the questionnaire has been submitted and is pending review.
- Approved - the questionnaire has been reviewed and you are approved to be added to the animal use protocol (AUP)

If you want to view your answers after they are submitted, click on “Open” under “Action” of the page. Once the questionnaire is open, you will be able to print and/or scroll through the pages; however, you will not be able to change your answers.

The OACU will also be notified that you are approved.