

## ACRQ Tips & Reminders

Remember these browser and messaging tips for successfully submitting your Animal Contact Risk Questionnaire (ACRQ) at initial hire, annual renewal, position change and per academic requirement as specified in ACAPAC policies. UHS appreciates your effort to help campus move average compliance from 93% toward 100% for nearly 4000 people.

### Browser Activity

- ✓ Close all browser activity before logging into MyUHS.
- ✓ Keep only 1 tab of MyUHS open to avoid cancelling submissions.
- ✓ Submit within 30 minutes of logging into MyUHS to prevent a timeout.
- ✓ Enable pop-ups to view error messages to ensure ACRQ is complete.

### MyUHS Messages

- ✓ Enter only a wisc.edu email for MyUHS messaging.
- ✓ Check email within 24 hours for additional info request or completion confirmation in MyUHS.
- ✓ Double check user settings for Clutter, Spam and Junk mail for [eoh@uhs.wisc.edu](mailto:eoh@uhs.wisc.edu).
- ✓ Find a reminder schedule and read more at <https://www.uhs.wisc.edu/eoh/animal-contact/>.

### Reminder Schedule

Action	Time Frame	Notices and Instructions
Baseline ACRQ	Weekly	E-mail sent to individual
Annual ACRQ	Generally 1 <sup>st</sup> Wednesday of the month.	Individuals with an annual ACRQ due date prior to end of that month are sent an e-mail
Annual ACRQ second notice	Generally 3 <sup>rd</sup> Wednesday of the month.	Second notice sent via e-mail to individuals who have not yet submitted.
Annual ACRQ supervisor notice	Generally, last Wednesday of the month.	E-mail sent to individual and supervisor that ACRQ is due.
UHS notice to RARC of non-compliance	During the first 2 weeks of the month.	UHS provides a list to RARC of those due the previous month that did not submit the ACRQ
UHS notice to ACAPAC	Effective September 2016, quarterly.	UHS provides a list to ACAPAC of those non-compliant with ACRQ

UHS continues to work with the MyUHS software vendor to enhance user experience. If you are experiencing difficulty in accessing and submitting the ACRQ, please contact UHS at [eoh@uhs.wisc.edu](mailto:eoh@uhs.wisc.edu).

For additional information about the ACRQ requirement, copy and paste the following URLs: <https://www.rarc.wisc.edu/policy/1999-006.html> and [https://www.rarc.wisc.edu/iacuc/acapac/2004-025\\_-\\_occupational\\_health\\_program\\_enrollment.html](https://www.rarc.wisc.edu/iacuc/acapac/2004-025_-_occupational_health_program_enrollment.html).

**608.890.1992 | [uhs.wisc.edu/eoh](https://uhs.wisc.edu/eoh)**