

Reporting Non-Traditional Species Tutorial

Introduction

Animal counts are reported and tracked in the Animal Operations (AOPS) Research Administration Portal (RAP) [website](#). This document will guide you through the process.

Reporting Periods

Non-traditional species must be reported on a quarterly basis per [ACUP policy](#).

Reporting Period	Due Date
January through March animal counts	Due by last day in April
April through June animal counts	Due by last day in July
July through September animal counts	Due by last day in October
October through December animal counts	Due by last day in January

Navigating to the Protocol and Animal Report Entry

- 1) Login to the AOPS RAP [website](#).
- 2) Click the **AOPS** (Animal Operations) tab, Protocols tab, then the Active tab to view your active protocols.
- 3) Click the **protocol ID** link for which you are reporting offspring.
- 4) Click the **Update Breeding Information** link.
 - The Update Breeding Information button is equivalent to reporting all animals procured through any means (capture, client owned, etc).
- 5) In the popup window, all species that are approved on your protocol will populate.
- 6) Click the **Update** button next to the target species and pain category, enter the number of animals you are reporting, then click **OK**.
- 7) Enter the reporting period in the comments box and click **OK**.
Example: 15 [SPECIES] were captured during 1/1/2026 through 3/31/2026.

Example AOPS RAP image: reporting 15 non-traditionally procured mice between 1/1/2026 and 3/31/2026.

The screenshot shows the AOPS RAP interface. The top navigation bar includes Dashboard, IRB, IACUC, AOPS, and Facilities. The AOPS tab is active, showing Protocols, Orders, Transfers, Service Requests, and Cage Cards. The 'Next Steps' section on the left has a red box around the 'Update Breeding Information' button. A popup window titled 'Update Breeding Information' is open, showing the following details:

- Update Breeding Information**
- Provide updated breeding information since the last breeding update: 5/2/2025
- 1. Breeding Information:**
 - Animal Group: Mouse-Pain Category C
 - Update button
- 2. Comments:**

15 mice were captured during 1/1/2026 through 3/31/2026.
- Edit Breeding History:**
 - 1. Animal Group: Mouse-Pain Category C
 - 2. Births: 15
 - 3. Total Approved: 100
 - 4. Total Available: 62
- * Required
- OK Cancel