In order to ensure health reports are sent to the correct lab personnel, please ensure that the **Define Procedure Personnel** page of the protocol is updated with current laboratory staff. All lab members performing animal procedures listed on a protocol should be included on the **Define Procedure Personnel** page, and those that have left the laboratory permanently should be removed. This guide details how to add and remove personnel.

Please Note:

- Personnel additions and removals can be submitted in the same amendment, however personnel additions <u>should not</u> be combined with any other amendment type (such as an experimental addition), as that will drastically slow down the personnel approval process.
- Personnel removals <u>can</u> be submitted with any other amendment type (such as an experimental addition), as there is no training verification process for removing personnel.

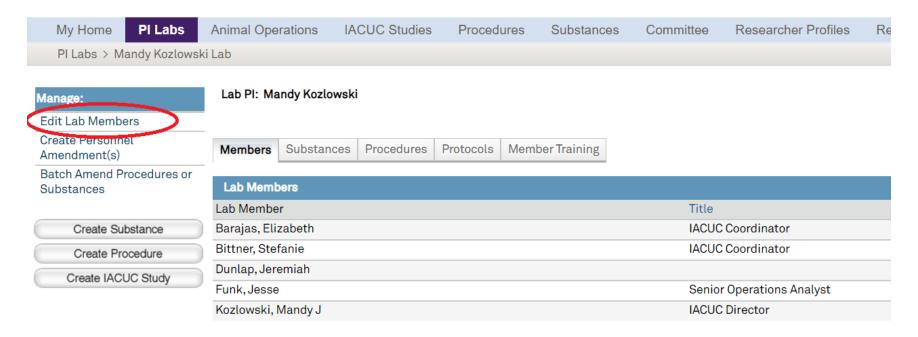
Personnel Removal

A two-step process is required in order to fully remove personnel from both the PI Library and individual protocols.

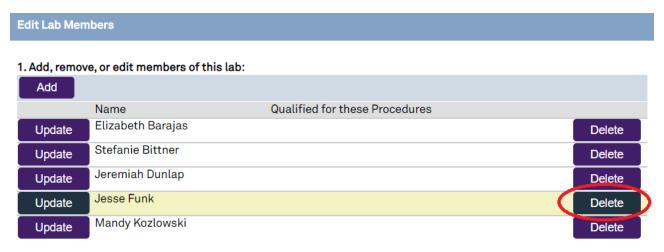
Step One: Removal from PI Library

When a lab member has left the lab and will not return, it is best to first remove them from the PI Library so they cannot be selected to perform procedures in the future.

To do so, first click "Edit Lab Members" in the PI Library:



A pop-up window will then appear and "Delete" can be selected on the right-hand side:



If the lab member being deleted is listed as a Lab Editor, Emergency Contact, or PI Proxy, please ensure to click "Remove" and "Delete" under sections 2, 3, and 4 as applicable.

When finished, click "**OK**" at the bottom of the pop-up window. The lab member will be removed from the PI Library and will no longer populate when selecting personnel on the "**Define Procedure Personnel**" page.

If the lab member being deleted is still listed on the "**Define Procedure Personnel**" page within active protocols, amendments will need to be submitted in order to delete that lab member from each protocol.

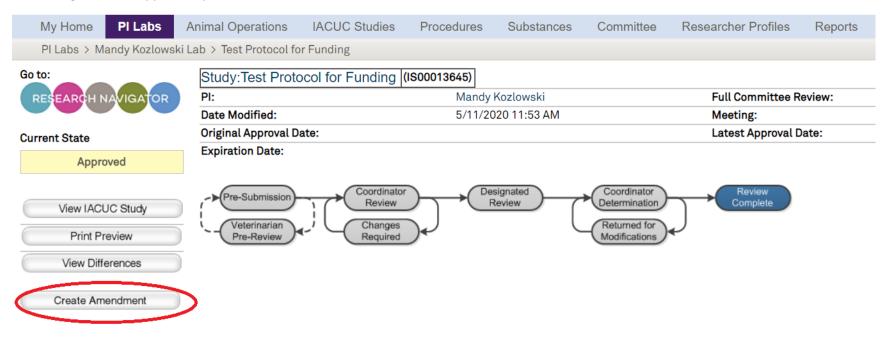
Step Two: Removal from Protocols

As deleting lab members from the PI Library does not carry over into protocols automatically, an amendment must be submitted in order to remove lab members from specific protocols.

If the <u>lab member has left the lab permanently</u>, please ensure they are removed from the PI Library first as outlined on the first two pages of this guide and then continue below.

If the <u>lab member is only being removed from a specific protocol yet will remain on other protocols</u>, do not remove them from the PI Library first and only follow the steps below.

First, navigate to the applicable protocol and click "Create Amendment"

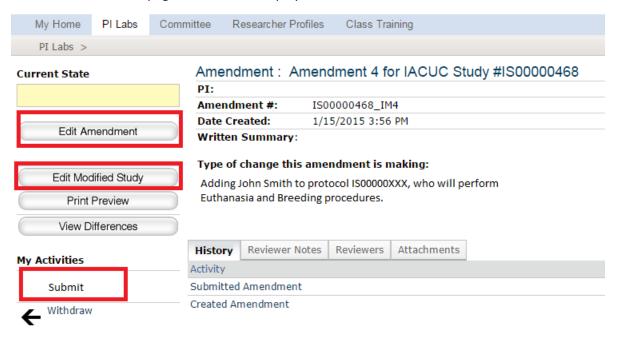


Then select "Personnel Change," and enter a brief description of the lab member(s) being removed.

Change in Stock, Strain or Genetic Modifications (VVC) Other Changes		Fellowship/Salary Award
Species Replacement or Addition Change in Scope/Animals Numbers/Project Aims Experimental Procedure Addition(s)/Removal(s) Change in Laboratory Location Satellite Facility Request Personnel Change Change in Anesthesia, Analgesia or Sedation (VVC) Change in Experimental Substance (VVC) Change in Euthanasia Method (VVC) Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedure Change in Stock, Strain or Genetic Modifications (VVC) Other Changes		Project Title Change
 □ Change in Scope/Animals Numbers/Project Aims □ Experimental Procedure Addition(s)/Removal(s) □ Change in Laboratory Location □ Satellite Facility Request ✓ Personnel Change □ Change in Anesthesia, Analgesia or Sedation (VVC) □ Change in Experimental Substance (VVC) □ Change in Euthanasia Method (VVC) □ Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedure Change in Stock, Strain or Genetic Modifications (VVC) □ Other Changes 		Funding Change
 Experimental Procedure Addition(s)/Removal(s) Change in Laboratory Location Satellite Facility Request ✓ Personnel Change Change in Anesthesia, Analgesia or Sedation (VVC) Change in Experimental Substance (VVC) Change in Euthanasia Method (VVC) Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedure Change in Stock, Strain or Genetic Modifications (VVC) Other Changes 		Species Replacement or Addition
Change in Laboratory Location Satellite Facility Request Personnel Change Change in Anesthesia, Analgesia or Sedation (VVC) Change in Experimental Substance (VVC) Change in Euthanasia Method (VVC) Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedu Change in Stock, Strain or Genetic Modifications (VVC) Other Changes		Change in Scope/Animals Numbers/Project Aims
Satellite Facility Request ✓ Personnel Change Change in Anesthesia, Analgesia or Sedation (VVC) Change in Experimental Substance (VVC) Change in Euthanasia Method (VVC) Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedu Change in Stock, Strain or Genetic Modifications (VVC) Other Changes		Experimental Procedure Addition(s)/Removal(s)
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Change in Anesthesia, Analgesia or Sedation (VVC) Change in Experimental Substance (VVC) Change in Euthanasia Method (VVC) Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedure Change in Stock, Strain or Genetic Modifications (VVC) Other Changes		Satellite Facility Request
Change in Experimental Substance (VVC) Change in Euthanasia Method (VVC) Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedu Change in Stock, Strain or Genetic Modifications (VVC) Other Changes	1	Personnel Change
Change in Euthanasia Method (VVC) Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedu Change in Stock, Strain or Genetic Modifications (VVC) Other Changes		Change in Anesthesia, Analgesia or Sedation (VVC)
 Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedu Change in Stock, Strain or Genetic Modifications (VVC) Other Changes 		Change in Experimental Substance (VVC)
Change in Stock, Strain or Genetic Modifications (VVC) Other Changes		Change in Euthanasia Method (VVC)
Other Changes		Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedures (VVC)
		Change in Stock, Strain or Genetic Modifications (VVC)
Description of Changes - briefly summarize the changes:		Other Changes
becomption of onlingos briefly summarize the onlingos.	De	scription of Changes - briefly summarize the changes:
Removing Jesse Funk from all procedures listed.	Rer	moving Jesse Funk from all procedures listed.

Click "Continue," then "Finish" on the following page.

The amendment "face page" will then be displayed:



Click "Edit Amendment" to edit the amendment summary if necessary.

Click "Edit Modified Study" to edit the protocol and remove the lab member(s). Navigate to the "Define Procedure Personnel" page and remove the lab member(s) from each applicable procedure. Please also check the "Study Personnel" page to ensure the lab member(s) being removed is not listed as a PI Proxy. Save and Exit.

When finished removing the applicable lab members, click "Submit" to submit the amendment to the IACUC Office.

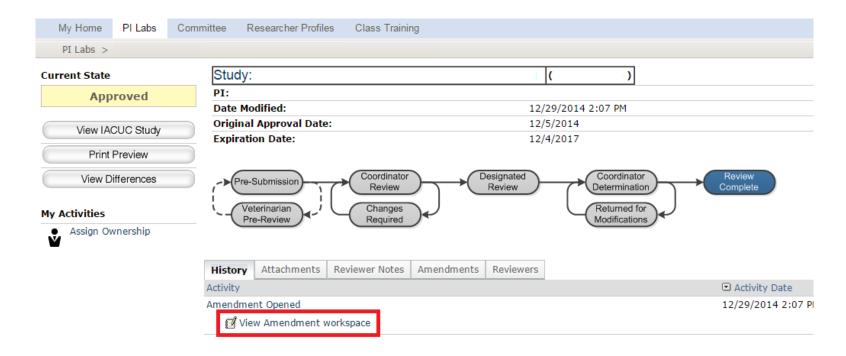
Personnel Addition

- You must first add new personnel to the PI Library, just like a substance or procedure.
- Click "Edit Lab Members" within the PI Library, then click "Add" in the pop-up and type the personnel name.
- You may attach the procedures performed by that person at that time at the time of addition to the lab or via the "Update" button.



- After clicking "OK," the new personnel will be in the PI Library. Or, you may click "OK and Add Another" to add multiple personnel.
- Once all desired personnel are added, click "OK" at the bottom of the personnel pop up below the PI Proxy list.
- Next, click the "Create Personnel Amendment(s)" link below "Edit Lab Members." You will then see a text box called "Requested Personnel Changes" where you can add a brief description of the amendment (e.g. "Adding John Smith to protocol(s) XXXX, performing procedures XXXX.") Then simply click the boxes next to the protocols you are adding the personnel to under the "Studies to Amend" heading.

• Then navigate to the home page of the protocol you are amending (if you are amending multiple protocols at once, you will need to complete this step for each protocol), and click on the "View Amendment Workspace" link under the History tab:



• This will take you to the home page for the amendment, where you may edit the amendment form itself via the "Edit Amendment" link on the left-hand side (this allows you to edit the written summary and/or type of change the amendment is making), or edit the protocol via the "Edit Modified Study" link, also on the left-hand side:



Before hitting the "Submit" button to send the amendment to the IACUC for review, click "Edit Modified Study" and navigate to the
"Define Procedure Personnel" page within the protocol. There you can attach the new personnel to the procedures he or she will be
performing, which will finally bring the new personnel into the protocol and the amendment. You may also remove personnel who
have left the laboratory at this stage.