

## Add Personnel to a Protocol

This procedure is to be used for addition of personnel to existing protocols. If other revisions to the protocol are necessary at the same time, they will require Committee review and approval.

1. Add personnel to the protocol online at <https://researchcompliance.web.virginia.edu/acuc/>

Log in with your Netbadge login ID. Select **PI and PI Associate Access**. A general information page will appear. At the bottom of the page, press the "**Click Here**" option to enter the online protocol system. Find the table of all your protocols color coded by status. Find the "Approved" (green) protocol to which you want to add personnel and click the link to Copy. Select "**Copy this protocol to Edit Animal Handlers ONLY**" and under the Protocol Submittal Type click on "**Animal Handler edits ONLY**". Add animal handler(s) using their computing ID to the appropriate Species Procedure(s). Next, add the responsibilities for the new handlers under each Species Procedure. At this point, you will have the opportunity to write a brief cover letter, letting the ACUC know whom you have added. Submit the protocol. Contact the ACUC Office at 4-0405 or [acuc@virginia.edu](mailto:acuc@virginia.edu) for additional assistance.

2. Make sure that the new animal handler has completed his/her health evaluation at either WorkMed (employees) or Student Health (students). See <http://www.virginia.edu/vpr/iacuc/occhealth.html> for further information.
3. All individuals listed on the protocol must complete the required training, which depends on the species being used and what procedures are being performed. All new individuals are required to attend the Orientation Seminar within 60 days of being added to the protocol. Information and registration instructions for all training classes are available at <http://www.virginia.edu/vpr/animalwelfare/> (Use the Training Requirements decision tree to determine which training program components are required and which are optional.)
4. As soon as the new animal handler has completed the training and occupational health requirements and all other requirements have been met, the ACUC office will administratively approve the animal handler edit.
5. The PI will receive an e-mail confirmation when the newly added individual is

approved to begin animal work. **\*\*\*IMPORTANT: Simply adding an individual's name to a protocol does NOT mean the individual is cleared to conduct animal work.** The new person may begin working with animals only after approval has been received from the ACUC Office. Please contact the ACUC Office at 4-0405 if you have any questions regarding an individual's approval status.

6. An updated protocol will be maintained in the PI's file in the ACUC office. The PI should retain an updated version of the protocol in his/her lab.