

## Deletion of Personnel

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

1. Remove personnel from the protocol online at <https://researchcompliance.web.virginia.edu/acuc/>
2. 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. Locate the table of all your protocols color coded by status. Find the “Approved” (green) protocol to which you want to delete 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**”. Delete the animal handler(s) from the appropriate Species Procedure(s). Prior to submission, you will have the opportunity to write a brief cover letter, letting the ACUC know whom you have deleted. Submit the protocol. Contact the ACUC Office at 4-0405 or [acuc@virginia.edu](mailto:acuc@virginia.edu) for additional assistance.
3. An updated protocol will be maintained in the PI's file in the ACUC office. It is recommended that the PI keep an updated copy of the protocol in his/her lab.
4. If the individual remains at the University as a student or employee, and no longer requires vivarium access, contact Tim Reid (4-2324 or [tr9r@virginia.edu](mailto:tr9r@virginia.edu)) in the Center for Comparative Medicine for key return and card access removal.