

### ***Adding Personnel to an Approved Protocol***

- 1) To add personnel, **submit an amendment** to your approved AUP in eProtocol. See the ACUC Quick Guide on how to [Amend \(Modify\) an Approved Protocol](#) and the [steps outlined below](#).
- 2) To ensure that personnel are approved quickly, here are some tips:
  - Add personnel only, no additional procedures (Procedural amendments are subject to a longer review process and could potentially delay the approval of personnel amendments when submitted together).
  - Make sure everyone has completed the on-line CITI course entitled "Working with the IACUC (All animal users)." For more information, including instructions, see the [ACUC Training web site](#).
  - Enroll animal users into the Occupational Health Surveillance System (OHSS). This involves input from the PI as well as the participant, so it is a good idea to start this right away. Please see the [ACUC Occupational Health web site](#) for more details and instructions.
  - All personnel added to protocols must have a CALNET ID to access eProtocol. Emergency contact numbers are required for PI and laboratory personnel.
  - When adding new individuals to the Personnel Information section of the protocol, briefly list the specific procedures they will be performing rather than saying "all procedures". This helps the reviewer determine if the person has the appropriately training/experience.
  - Lab personnel experience with procedures should be documented according to the year that training was received. For example if personnel were trained on blood collection in mice in 2010, the year '2010' should be documented in the personnel experience/training section. If an individual's experience is <1 year, describe how and by whom they will be trained in relevant species-specific techniques (either through OLAC, by the PI or a qualified designee). You should also note that they will work only under the supervision of qualified personnel until certified as competent to work independently. If the PI or designate provides the training, it must be documented (name, date, procedures/species, PI signature, individual's signature) and maintained in the lab so it is available to ACUC during inspections.
  - Please indicate if the individual has been certified by OLAC vet staff to perform anesthesia, surgery or euthanasia independently. If they have not been certified, please add the following statement under experience/training: "Will be certified by OLAC veterinary staff prior to performing anesthesia, surgery or euthanasia independently." You can arrange for certification by submitting an on-line request form at <https://www.olac.berkeley.edu/training>.
  - For field research, indicate that the individual will be trained by the PI or qualified designee prior to performing these procedures independently. You must maintain documentation of such training (name, date, procedures/species, PI signature, individual's signature). For field research conducted in locations outside of the U.S., and/or in cooperation with organizations

who have their own qualified veterinary staff, please state what procedures the veterinary staff will conduct on behalf of the PI.

- 3) Personnel updates are now administrative reviews, so they can be approved rather quickly as long as the required training and occupational health requirements are met.
- 4) After logging into eProtocol, **click on the protocol number**, and a pop-up window will ask if you want to view, amend or submit an annual renewal. **Select Start Amendment**, which will open your protocol.

Protocol ID	Principal Investigator	Title	Approval Date	Last Approval Date	Expiration Date	Review Decision	Form Type
<a href="#">14-07-3748</a>	EMP-FACULTY TEST	Type your study title here...	08/04/2014	08/04/2014	06/30/2017	Designated Review	NEW

**Approved Protocol Decision**

Please select any one of the following:

- Open in View Mode
- Protocol Details
- Start Amendment
- Start Continuing review

- 5) Go to the **Personnel Information** section of the protocol to **add or delete personnel**. See the ACUC Quick Guide on [Personnel Information](#).

[Save](#) | [Spell Check](#) | [Help](#) | [Close](#)

**Personnel Information**

Species

Are You Using?

Funding Sources

Protocol Information

Certifications

Check For Completeness

Submit Form

Print View

Event History

Email History

**Principal Investigator\***

(Must have PI status or Exceptional PI status at UC Berkeley)

Name	Title
EMP-FACULTY TEST	Programmer Analyst IV
Email *	Office Phone
test@uclink.berkeley.edu	+1 (510) 643-1234
Lab Phone	Emergency Phone
Department	Mail Code
Select One	94720-3804
Campus Mailing Address	

- 6) Once you're done, go to the "**Certifications**" page (using the link in the blue left margin), and click checkbox at the bottom of the page.
- 7) **Save** and **Submit** the Form. A pop-up window will ask if you really want to submit, and select "Yes." There will be pause while the form checks to make sure everything is complete. Once the submission is done, you should receive an email confirmation and the protocol will indicate it's been "Submitted to the IACUC" on your Investigator home page.

