

Adding Personnel to an Approved Protocol

- 1) To add personnel, you **submit an amendment** to your 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:
 - Make sure everyone has completed the on-line CITI course entitled "Working with the IACUC." For more information, including instructions, see the [ACUC Training web site](#).
 - There is a new Occupational Health Surveillance System (OHSS) for enrolling animal users into the Animal Occupational Health and Safety Program. The new system involves input from the PI as well as the participant, so it's a good idea to start this right away. Please see the [ACUC Occupational Health web site](#) for more details and instructions. You can contact Rachel Cameron (rcameron@berkeley.edu) for assistance with getting started if you need.
 - When adding the new users 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.
 - 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 designate). 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 should be documented (name, date, procedures/species, PI signature, individual's signature).
 - 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 <http://www.olac.berkeley.edu/training/trainingcertification-request>.
 - For field research, indicate that the individual will be trained by the PI or qualified designate prior to performing these procedures independently. You should maintain documentation of such training (name, date, procedures/species, PI signature, individual's signature).
 - If an individual will be performing surgery or anesthesia procedures, please add his/her name to each procedure they will perform, as a surgeon on the "Surgeon Details" tab, and as an anesthetist on the "Anesthetic Regimen" tab.
- 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
14-07-3748	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

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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.

IACUC - Research Protocol ID: 14-07-3748 (EMP-FACULTY TEST)
 Protocol Title: Type your study title here... Save | Spell Check | Help | Close

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Certification

As Principal Investigator, I have ultimate responsibility for this study, the protection of animal subjects, and strict adherence by all co-investigators and research personnel to federal regulations, state statutes, and University of California (UC) Office of the President (UCOP) and UC Berkeley (UCB) policies pertaining to animal use in research and teaching.

I hereby assure the following:

- 1) As per the ACUC's [Policy and Procedures on Protocol Review](#), any changes in the care and use of animals involved in this protocol will be promptly forwarded to the ACUC for review. Such changes will not be implemented until approval is obtained from the ACUC. I understand that the ACUC and Institutional Official (IO) have the authority to suspend a previously approved protocol if an activity is performed differently from that outlined in the protocol.
- 2) All procedures involving animal subjects will be performed under my supervision or that of another qualified professional listed on this protocol. Individuals listed on this protocol are qualified or will be trained to conduct procedures involving animals outlined under this proposal as per the ACUC's [Training and Education Policy](#).
- 3) As per the ACUC's [Training and Education Policy](#), all individuals listed on an this protocol have completed the required Collaborative Institutional Training Initiative (CITI) course, "[Investigators, Staff, and Students - Basic Course](#)".
- 4) As per the ACUC's [Animal Occupational Health and Safety Program \(AOHSP\)](#), all individuals working on this protocol have enrolled in the AOHSP by submitting an [Animal Exposure Questionnaire \(AEQ\)](#). I understand that further participation in the AOHSP is voluntary unless required by the Occupational Health Physician or if the individual is working with specific species or research material.
- 5) The research proposed herein is not unnecessarily duplicative of previous reported research.
- 6) I ascribe to all of the responsibilities outlined in the ACUC's [Principal Investigator Responsibilities policy](#).

As Principal Investigator, I have read and agree to abide by the above obligations.

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