

## **New Personnel? No Problem!**

### **IACUC Office's Guide for Adding New Personnel to an Approved IACUC Protocol.**

1. Contact Edna Rojas [er58@drexel.edu](mailto:er58@drexel.edu) to schedule occupational health review
2. Complete Animal Research CITI Training [CITI Training Instructions](#)
  - a. Investigators, Staff, and Students
  - b. Reducing Pain and Distress in Laboratory Mice and Rats (only if working with mice or rats)
  - c. Aseptic Technique
  - d. Additional Species-Specific modules as appropriate (i.e., rabbits, wildlife)
3. Once the occupational health review and CITI training are completed, Request hands-on animal training with using the Melissa Whitney [mmw342@drexel.edu](mailto:mmw342@drexel.edu) ULAR Species-Specific Training Request Form
  - a. [ULAR Species-Specific Training Request Form](#)
4. Once SST training is completed, the SST training certificate will be provided and animal facility access will be granted.
5. To add personnel to an approved amendment, submit an amendment within DragonSPOT for each approved protocol the personnel is to be added to.
  - a. [Drexel University DragonSPOT IACUC Amendment User Manual](#)
6. Each amendment must include:
  - a. Date of completion and a copy of the occupational health certificate
  - b. Date of completion and a copy of the SST training certificate
  - c. Date of CITI training completion.
  - d. List of responsibilities on that protocol
  - e. List of experience
7. Personnel cannot begin work on the protocol until an approval letter is obtained from the IACUC Office.

For more information: [Training Requirements | Office of Research & Innovation | Drexel University](#)

## **Removal of Personnel**

### **IACUC Office's Guide for Removing Personnel from an Approved IACUC Protocol.**

If personnel are no longer working on the protocol, please follow the following steps to remove the personnel from your protocol.

1. Create an amendment for the protocol(s) the personnel should be removed from.
  - a. [Drexel University DragonSPOT IACUC Amendment User Manual](#)
2. In Section C, add an end date for the personnel in the "End Date" section under their name
3. In the amendment section, please indicate if their animal facility access can be removed.
4. Submit amendment to IACUC Office.

Questions about the amendment process? Email Liz Hann, Director of Animal Welfare, at [iacuc@drexel.edu](mailto:iacuc@drexel.edu)

Questions about the training process Email Melissa Whitney, Animal Welfare Education Specialist, at [mmw342@drexel.edu](mailto:mmw342@drexel.edu)