

Policy 16.0 Personnel Additions to Animal Use Activities, revised and UH IACUC approved 3/19/20

16.1.0. Purpose

The purpose of this policy is to provide a mechanism by which personnel may be authorized to engage in vertebrate animal use activities under current approved protocols. Under this policy, the addition of new personnel is considered a minor protocol revision not requiring full committee review.

16.2.0. Application

- This policy applies to only research and teaching/training support staff and scientists, visiting scientists, and students.
- This policy does not apply to changes to the Principal Investigator (PI) designation. Federal guidelines and policy define a change made to the PI designation is a significant modification to a study and therefore requires a new full protocol application.

16.3.0. Requirements of Principal Investigators and Added Personnel

- The PI is required to complete a standard protocol Revision identifying the individual(s) who will engage in animal use activities.
- The PI is required to describe how and who will train the personnel within the scope of the approved protocol. (OR) Personnel who are not proficient in the procedures used in the animal use activity must be closely supervised while training in the procedures which require animal handling and/or manipulation.
- Personnel are required to complete all necessary IACUC training requirements (e.g. CITI certification or recertification) and any special requirements as necessary.
 - The CITI program requirements are found at:
<https://researchcompliance.hawaii.edu/programs/animal-welfare/aw-training/>
 - Special requirements are found at:
 - Policy 13 IACUC Policy for Personnel Training
<https://researchcompliance.hawaii.edu/wp-content/uploads/2019/07/Policy-13-Requirements-for-Personnel-Training.pdf>
 - IACUC Policy on Documentation of Training in Biomedical Research Techniques
<https://researchcompliance.hawaii.edu/wp-content/uploads/2019/07/IACUC-Policy-on-Documentation-of-Training-in-the-Research-Techniques.pdf>

16.4.0 Submission of Request and Review

- The PI is required to complete and submit an amendment using the on-line TOPAZ protocol management software located at:
<http://avs01.its.hawaii.edu/TopazEnterprise>

- Requests to add personnel by this mechanism can be done at any time and will normally take 2-3 business days processing time unless additional information is required.

16.5.0 Notification

The committee, on its behalf, authorizes the Chair, Vice-Chair or designee to review, and if all necessary criteria are met, to approve the request. The PI will be informed of the decision of whether personnel are qualified to engage in the animal use activities described in the protocol Revision.