**ACUP Personnel Change, Instructions and Form**

To remove personnel: Provide the full name of the person(s) to be removed.

To add new personnel:

1. Complete a separate table for each new participant.
2. Provide contact information for each new participant.

This information should be OSU/Institution specific. Don’t provide **personal** email, address, or phone numbers.

*If the email account is personal, the PI will need to provide relevant IACUC information to the participant, rather than the IACUC office.*

1. Describe the role of the participant—undergraduate student, research assistant, doctoral candidate, etc. If the change is to switch PIs on an ACUP, the amendment will go through the designated review process.
2. Describe the experience and qualifications of the participant *as they relate to the specific procedures* s/he will perform as part of this ACUP.
3. Certify that procedure-specific training or verification of competence will take place for the participant. This is a PI responsibility. Training and/or verification of competency must be documented and accessible to IACUC, the AV and oversight agencies. Examples of training record templates are available upon request.

Contact the LARC Director and AV, Dr. Helen Diggs (Helen.Diggs@oregonstate.edu), for hands-on training questions and training sessions.

Description of experience, examples:

**Experience and Qualifications:** XYX has 10 years expertise in manipulating mouse embryos. X has successfully performed each of the surgical procedures involved in generating transgenic and knock- out mice and embryo rederivations. X will monitor the breeding and experimental procedures related to mice.

**Experience and Qualifications:** YXZ, grad student, has 5 years experience working with mice, but no direct surgical experience. This training will be provided by Dr. M and documented in the training records for Y.

**Experience and Qualifications:** Undergraduate student has no experience with live animals. Training will be provided by the PI and documented. (Training may also be provided by the LARC Veterinary staff and documented.)

# ACUP -- Personnel Amendment Form

Return completed form to IACUC@oregonstate.edu for review and approval. Questions? Call 7-9526.

Principal Investigator:       Telephone:       E-mail:

Department/College:  Granting Agency:

ACUP Number(s):       Project Title:

1. **List participants to be deleted:**

*Skip further questions if a personnel deletion is the only change required*.

1. **Does the ACUP, previous amendments, or current amendment include administration of any of the following agents or activities?**

[ ]  Radioactive Isotopes [ ]  Recombinant or Synthetic Nucleic Acid Molecules

[ ]  Infectious agent [ ]  Generation of transgenic animals

[ ]  Chemical Carcinogens [ ]  Scientific Diving or Small Boating activities

*If yes, the Amendment request will be forwarded to the relevant Safety Committee(s) for review and approval.*

1. Complete table for each new participant.

*An amendment to change the PI(s) on an ACUP requires Designated Review.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |        | Department:  |       |
| Work Address: |        |
| Work Email: |       | Work Phone: |       |
| Participant’s ACUP Role: |       |
| Experience & Qualifications *specific to this ACUP*: |       |
| [Animal Welfare Education](http://oregonstate.edu/research/iacuc/trainingrequirements)  completed? | Yes [ ]  | Pending [ ]  | [Animal Exposure/OHS Enrollment](http://oregonstate.edu/occupationalhealth/animal-handler) completed?  | Yes [ ]  |  Pending [ ]  |
| [Animal Handler Safety Training](http://oregonstate.edu/ehs/bio/animal-handler) completed? | Yes [ ]  | Pending [ ]  |  |  |  |
| Has/will participant receive procedure-specific training? | Yes [ ]  | Pending  [ ]  | Are personnel training records maintained?Sample Records found [here](http://oregonstate.edu/research/iacuc/iacuc-forms). | Yes [ ]  | Pending [ ]  |

IACUC Approved signature:      Reviewer:  Date: 11/21/2014