

To: All Animal users

From: The IACUC Committee

Date: July 23, 2008

RE: **Reminder of Procedures regarding Project Personnel and Protocol Submissions**

Project personnel:

Any lab personnel working with animals in any capacity must be added to the protocol following training. This is true even if a student is doing a lab rotation or here only for a summer program.

This addition requires a completed project personnel certification, approved by IACUC before personnel can do any hands-on work or have access to the Animal Facility.

Undergraduate students or summer students may not enter the Animal Facility unless accompanied by approved senior personnel.

Certification forms for all listed personnel must be included with new protocols.

Changes or additions to personnel or responsibilities at any point during an approved protocol must include a new certification personnel form.

Completed certification sheets for new personnel being added to the protocol should be submitted to Annmarie Rivera in the Research Administration office.

A copy of the current certification form is attached.

Signature Sheets on New Protocols:

- A. Each new protocol and revisions must be sent to Annmarie Rivera via e-mail at nrivera@hunter.cuny.edu.
- B. A hard copy of the signature sheet must also be sent. Please ensure that you obtained the signatures of your department chair and dean. No work can begin on an approved protocol until the signed form has been received.

These forms must be on file to ensure that we are in compliance with OLAW Rules and Regulations.

CERTIFICATION FOR PERSONNEL

PROTOCOL NUMBER _____
(not applicable for new protocols)

PROTOCOL NAME: _____

PI name (please print): _____

PI Signature: _____

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- 1) Person's Name: _____
 - 2) Phone number: _____
 - 3) E-mail address: _____
 - 4) Status: (Faculty, technician, undergraduate, graduate student, postdoc, etc).
 - 5) Animal care certified at Hunter? Yes___ No___
 - 6) Qualifications/experience relevant to the procedures proposed in this protocol:

 - 7) Specific role on protocol--procedures which he/she will carry out (e.g., which specific behavioral tests, surgeries):

 - 8) If the individual has not carried out these procedures before, who is responsible for training him/her?

CERTIFICATION

I certify that I have read the above-named protocol(s) which covers the project(s) on which I will work, and I have discussed it (them) with my mentor/lab head. I understand that we cannot deviate from the procedures described in the approved protocol, but must request and obtain prior approval for any modifications of procedure. I will report any significant unanticipated distress experienced by the animals to my lab head or in his/her absence to any member of the Institutional Animal Care & Use Committee.

I am familiar with the NIH Guide for the Care and Use of Laboratory Animals and the Public Health Service Policy on Humane Care and Use of Laboratory Animals by Awardee Institutions. I will conduct my work, whether of a research or instructional nature, in conformance with these regulations, policies, and principles.

Name (Print)

Signature

Date