

University of Rochester - University Committee on Animal Resources
 Modification to Add/Remove Faculty, Staff or Students to Approved Protocols
 Box 674, phone 275-1693, FAX 273-1337, email: UCAR@urmc.rochester.edu

Instructions: Use this form to request personnel changes on UCAR protocols. Complete the sections below to add and remove personnel.

Principal Investigator:	Department:
University Mailing Address:	Telephone:
UCAR Number (s)	
Name: *Start date: _____ *End date: _____	Title:
Location:	UR Phone Number:
Non UR Phone Number:	E-mail address:

*Facilities/Gatekeeper requires an end date for students requesting access to the Vivarium.

All personnel are required to attend Animal Resource Orientation (ARO), complete a facility tour and species specific/procedure specific training. You must complete Animal Resource Orientation before attending a facility tour. All training information is on the [Training](#) webpage. Training modules are available through the Collaborative Institutional Training Initiative (CITI) program, Blackboard (BB) and/or DVD.

To access both CITI and BB, you will need to create an account for each training site.

CITI – Navigate to www.citiprogram.org to create an account. Once you have your account and are affiliated with the University of Rochester and enter the Select Curriculum page. Go to the Laboratory Animal Welfare section and choose all courses that apply to your work with laboratory animals.

Blackboard - Navigate to [Create an Account](#) and create an account. Within 24 hours you will be given access to Blackboard ([Blackboard Learning System](#)). Send an email to [UCAR](#) or through Blackboard indicating that you have an account and request the courses that need to be added to your Blackboard account.

Contact the Animal Resource Office (x5-2651) to sign up for a Facility Tour either SMD, KMRB or combined SMD/KMRB tour. CVRI tours are arranged with CVRI (Amy Mohan) once you have completed all UCAR training.

1. All NEW Investigators, Staff and Students must complete the “Working with an IACUC - Investigator, Staff and Students, Basic Training” which is available through CITI. Existing U of R research Investigators and associates are encouraged to complete the CITI training when they are added to new protocols.
2. What species of animal will that this person be working with? Unless noted all basic training is available on-line through (CITI) program. DVD’s are available in the UCAR Office. Additionally, if you are working with mice and rats you must complete “Reducing Pain and Distress in Laboratory Mice and Rats, Basic Course”.

<input type="checkbox"/> Amphibians	<input type="checkbox"/> Cats	<input type="checkbox"/> Dogs	<input type="checkbox"/> Gerbils	<input type="checkbox"/> Ferret (DVD)*
<input type="checkbox"/> Hamsters	<input type="checkbox"/> Mice	<input type="checkbox"/> Primates (CITI & DVD)*,**	<input type="checkbox"/> Rabbits	<input type="checkbox"/> Rats
<input type="checkbox"/> Swine	<input type="checkbox"/> Chicken (DVD)*	<input type="checkbox"/> Reducing Pain & Distress in Laboratory Mice and Rats		
<input type="checkbox"/> Other – LIST ALL OTHER SPECIES				

*For the DVD (chickens, ferrets & primates) training media, a signed documentation sheet must be submitted to UCAR.

**All personnel working with Primates must be enrolled in the Occupational Health Program—contact UHS at extension x5-1164 to schedule an appointment.

3. List specific procedures that this person will perform in this protocol.

<input type="checkbox"/> Breeding, genotyping and weaning (BB)	<input type="checkbox"/> Carbon dioxide euthanasia (BB)	<input type="checkbox"/> Microisolator Technology (BB and Hands-on)	<input type="checkbox"/> Recovery surgery – aseptic technique (CITI)	<input type="checkbox"/> Recovery rodent surgery workshop
<input type="checkbox"/> Other – LIST all other procedures				

Except for “Recovery Surgery – Aseptic Technique” and the surgery workshop, on-line training is available through [Blackboard](#). A link to “Request an account” is on the entry page.

4. Provide a summary of the practical training or experience that qualifies personnel to perform the specific procedures they will perform in the protocol. Include how many years that this person has worked with animals. For those individuals that do not have practical experience, explain who will supervise or train them.

All training must be completed before personnel can be added to approved/active UCAR Protocols, work with animals and access the Vivarium. The Principal Investigator will be notified by e-mail when the new faculty, staff or student has completed the requirements and may begin to work with animals. Modification to Add Staff Forms will be terminated in 30 days if all requirements have not been met.

Remove Personnel (Indicate if they have left the University)

Name (Last Name, First MI)	Name (Last, First MI)	Name (Last, First MI)
1.	3.	5.
2.	4.	6.

Signature of Principal Investigator: _____

Date: _____

UCAR Approved: _____

Date: _____

10/10

FOR UCAR USE ONLY

Training	Completion Date
Animal Resource Orientation	
Facility Tour (SMD, KMRB, CVRI)	
Rodent Euthanasia	
Survival Rodent Surgery	
Rodent Colony Management	
MicroIsolator Technology Training (MIT)	
MIT Hands-on	
ISS	
RP&D (M&R)	
AS	
Rodent recovery surgery workshop	
Amphibians	
Cat	
Dog	
Gerbil	
Guinea Pig	
Hamster	
Ferret	
Rabbit	
Mice	
Primate CITI	
Primate DVD	
Rat	
Swine	
Chicken	
Occ Health	