

IACUC Protocol: Adding a person

Definitions:

IACUC – Institutional Animal Care and Use Committee

ARC – CWRU Animal Resource Center

Instructions for the person being added:

- 1) Get an electronic copy of the protocol for your records. You will be required to read the protocol and answer questions about the protocol by IACUC and ARC.
- 2) Download the following forms from the CWRU IACUC web page:
<http://casemed.case.edu/ora/iacuc/forms/index.cfm>
Addendum to add Personnel to an Approved IACUC Protocol
Occupational Health Questionnaire
- 3) Fill out the Occupational Health Questionnaire and contact CWRU Health Services to set up a screening if needed. (216-368-2745)
- 4) Fill out the Addendum to add Personnel to an Approved IACUC Protocol form. You will need to copy & paste the procedure from the text of the animal protocol that you are being added to. You will then need to get Horst to sign the form. Both forms should be submitted together to the IACUC Office in the basement of the School of Medicine, WG-77.
- 5) Once the forms have been accepted and signed, you will get an email to see Tami McCourt Steven in WG-78, (216) 368-4972 tami.mccourt@case.edu, to plan your training. If you do not get an email after a couple of weeks, send her an email.
- 6) Tami will give you the information you need to get your orientation training in the appropriate animal facility and identify the online classes that you will need to complete. The classes can be found on the ARC training webpage.
<http://casemed.case.edu/ora/arc/training.htm>
- 7) You must complete the orientation classes and the online training before your paperwork will move forward! Once your training is complete and the training paperwork has been processed, you will be informed of your card access activation.
- 8) Card access does not equal addition to the protocol! If you were told that you must demonstrate experimental procedures for an IACUC representative, you must make arrangements through Tami McCourt to set up procedure practice and demonstration.
- 9) Once, all required demonstrations and required paperwork are filed you will be notified of addition to the protocol. Keep a copy of the notification for your records and stay up to date with any new addendums to the protocol.