Animal Care & Use Committee

UNIVERSITY of VIRGINIA

ACUC JOB AID: PROTOCOL SYSTEM UPDATES

Purpose: This job aid provides information, steps and example emails detailing the recent ACUC protocol updates.

Benefit of Update: PIs will now be able to proceed with modifications and will not have to wait for animal handlers to be fully approved.

- **But**….PIs will need to ensure that all handlers are fully trained and obtain their health assessment prior to working with research animals. This means checking the protocol often!

- PIs will be responsible for submitting animal handler edits to shift animal handlers from the "attached status" to the "approved status".

Update Overview: Animal Handlers are automatically separated into Two Groups upon submission of the ACUC protocol. Animal handlers will be either APPROVED or "ATTACHED" to the protocol, and will appear on the protocol as either:

Group 1: ANIMAL HANDLERS - APPROVED TO WORK - These individuals are **allowed** to handle animals on the protocol.

Group 2: INDIVIDUALS ATTACHED TO PROTOCOL - NOT APPROVED TO HANDLE ANIMALS – Handlers **cannot perform animal research** until they complete training and their Occupational Health Assessment.

- Both groups will be visible on the protocol.

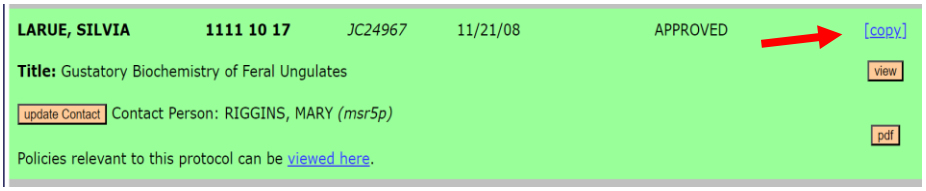
- Automatic emails will be sent to individuals ATTACHED to protocols with pending requirements.

- Once training and Occupational Health Assessments are completed, the edit will need to be resubmitted and approved.

THE PROCESS: FOLLOW THESE STEPS TO ADD ANIMAL HANDLERS

Step 1:

Enter the ACUC protocol portal and copy an approved protocol.



Step 2:

Select Submission Type: Notice that all submission types can be edited.

Copy Protocol

Edit Permission: *Full Edit* - ANY/ALL parts of the protocol can be edited

Protocol Submittal Type *(REQUIRED)*

- ❑ **New** ***(can include adding Animal Handlers)***
- ❑ **3rd year review** ***(can include adding and removing Animal Handlers)***
- ❑ **Modification** ***(can include adding and removing Animal Handlers)***
- ❑ **Minor Modification** ***(can include adding and removing Animal Handlers)***
- ❑ **Animal Handler Edits only** ***(ONLY include the addition or removal of animal handlers) NOTE: Must not include any modifications to any other parts of the protocol!***

Click Here to Copy This Protocol

STEP 3:

Enter protocol template and proceed to the Species Procedures to add or remove animal handlers.

Species Procedure #1: (Mice - Laboratory - Mus)
Procedure Name: Breeding Colony

Click Here to MODIFY this procedure.
Click Here to ADD an Animal Handler to this procedure.

STEP 4:

Add Animal Handler(s) to Species Procedure

Enter your new Animal Handler's UVA Computing ID *(e.g. vck9u, rtl5p)*:

Select animal handler responsibilities and submit the animal handler edit TO "ATTACH" the new animal handlers (unless handler is previously approved).

Now they have access to begin the training modules required and schedule the Occupational Health Assessment with WorkMed.

HELPFUL TOOLS AND RULES

KNOCKOUTS: Are conditions in which the system will automatically place a person in "INDIVIDUALS TO BE ATTACHED", even if the person was previously approved as an Animal Handler on the same protocol.

1. Research Related Medical Health Assessment (RRMHA): must return by date is >30 days past due (30-day grace). Auto email reminders are sent to Animal Handlers for annual assessment to remain - OK FOR WORK status.

2. Orientation Seminar Training: If incomplete >60 days from first date approved as Animal Handler (60-day grace period).

Animal Handlers are given a grace period to complete:

3. Animal Handler Refresher Training: if never completed 3 years after taking the Orientation Seminar.

4. Animal Handler Refresher Training when most recently completed within the last 3 years.

If still incomplete after the grace period, requirement becomes "Required for protocol approval".

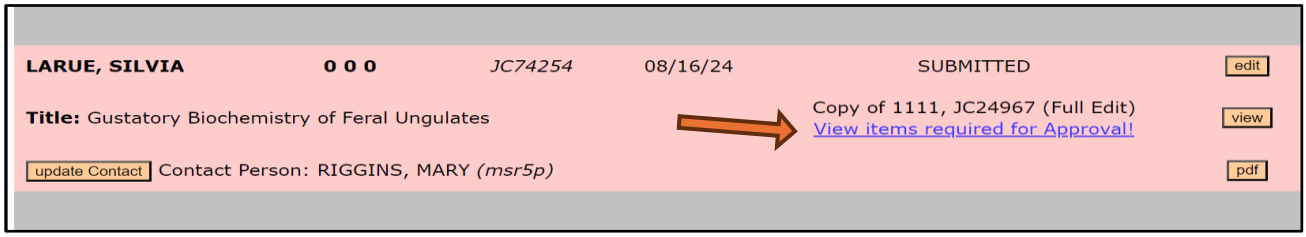
****Auto-email on protocol submission will prompt Animal Handler to complete training.*

IMPORTANT: The key is to always stay ahead of training and occupational health assessment deadlines to maintain **approved** animal handler status.

ACUC staff will be able to assist with specific questions about knockouts.

VIEW ITEMS REQUIRED FOR APPROVAL

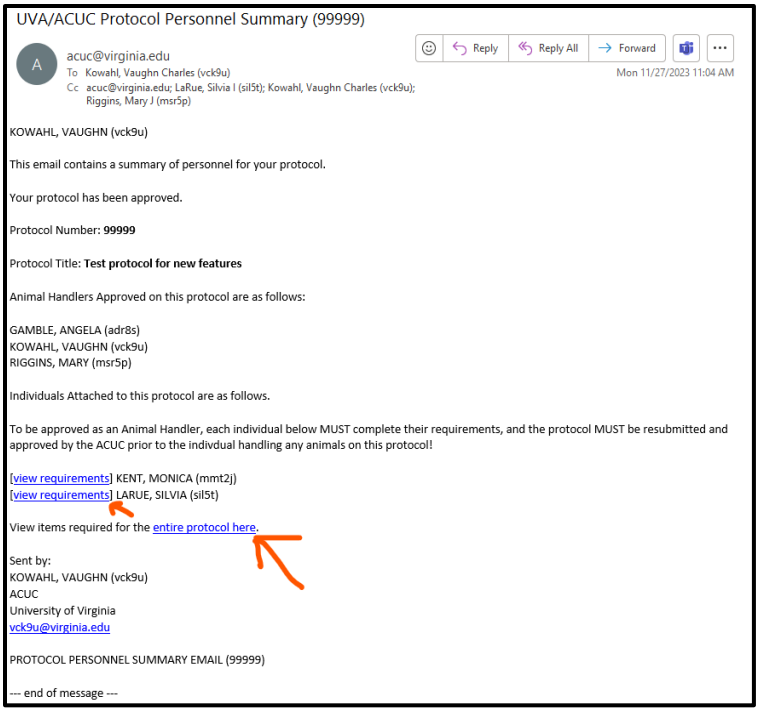
Use these links to view items required for animal handlers' approval



NEW EMAILS

Stay abreast of animal handlers' approval status, review auto emails:

1. Sent to PI upon submission of protocol – Provides Summary of Approved and Attached Animal Handlers.



UVA/ACUC Protocol Personnel Summary (99999)

Reply | Reply All | Forward

acuc@virginia.edu
To Kowahl, Vaughn Charles (vck9u)
Cc acuc@virginia.edu; LaRue, Silvia I (sil5t); Kowahl, Vaughn Charles (vck9u); Riggins, Mary J (msr5p)
Mon 11/27/2023 11:04 AM

KOWAHL, VAUGHN (vck9u)

This email contains a summary of personnel for your protocol.

Your protocol has been approved.

Protocol Number: **99999**

Protocol Title: **Test protocol for new features**

Animal Handlers Approved on this protocol are as follows:

GAMBLE, ANGELA (adr8s)
KOWAHL, VAUGHN (vck9u)
RIGGINS, MARY (msr5p)

Individuals Attached to this protocol are as follows.

To be approved as an Animal Handler, each individual below MUST complete their requirements, and the protocol MUST be resubmitted and approved by the ACUC prior to the indivdual handling any animals on this protocol!

[view requirements] KENT, MONICA (mmt2j)
[view requirements] LARUE, SILVIA (sil5t)

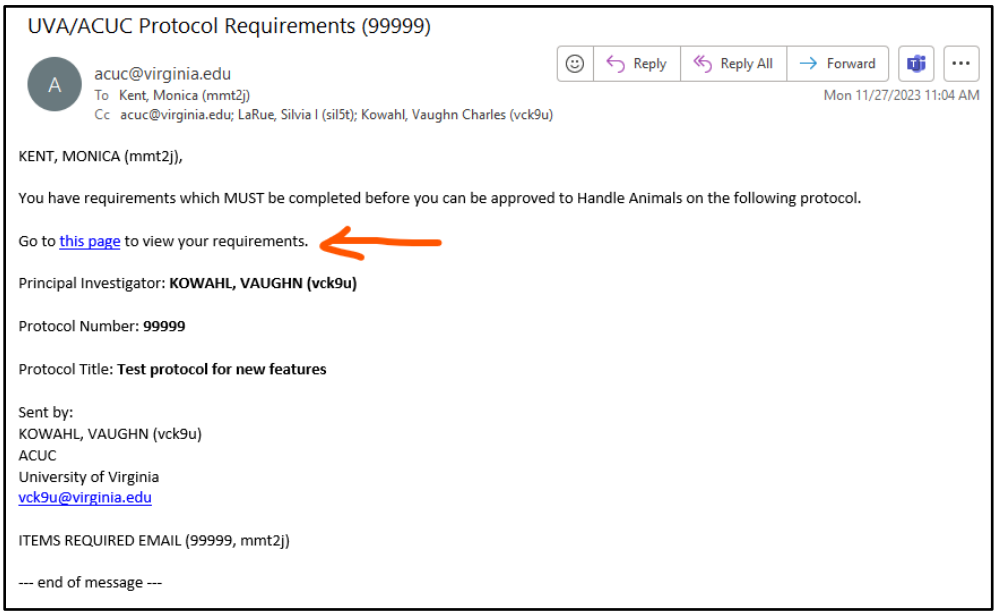
View items required for the entire protocol here.

Sent by:
KOWAHL, VAUGHN (vck9u)
ACUC
University of Virginia
vck9u@virginia.edu

PROTOCOL PERSONNEL SUMMARY EMAIL (99999)

--- end of message ---

2. Sent to Animal Handler to alert them of requirements needed for approval.



UVA/ACUC Protocol Requirements (99999)

Reply | Reply All | Forward

acuc@virginia.edu
To Kent, Monica (mmt2j)
Cc acuc@virginia.edu; LaRue, Silvia I (sil5t); Kowahl, Vaughn Charles (vck9u)
Mon 11/27/2023 11:04 AM

KENT, MONICA (mmt2j),

You have requirements which MUST be completed before you can be approved to Handle Animals on the following protocol.

Go to this page to view your requirements.

Principal Investigator: **KOWAHL, VAUGHN (vck9u)**

Protocol Number: **99999**

Protocol Title: **Test protocol for new features**

Sent by:
KOWAHL, VAUGHN (vck9u)
ACUC
University of Virginia
vck9u@virginia.edu

ITEMS REQUIRED EMAIL (99999, mmt2j)

--- end of message ---

For further assistance and guidance on the recent ACUC protocol updates regarding the addition of animal handlers, please contact the ACUC office (acuc@virginia.edu).

ACUC Office
11/2024