Washington State University
INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

PERSONNEL APPROVAL FOR ANIMAL PROTOCOLS

A. Purpose:
To add or change personnel on IACUC approved protocols

B. Guidelines:

Approval of personnel on new and 3-year renewal protocols:

IACUC requires:
1) Definition of the role of each person: which procedures they will perform on the protocol
2) Definition of the training of each person: how were they (will they be) trained in the procedures they will perform
3) Documentation of the attendance of each person at the WSU Animal Awareness Seminar
4) Documentation of the registration of each person in the WSU Animal Contact Program
5) Students participating in courses covered by IACUC approved teaching protocols are exempt from these requirements.

This information should be submitted with the animal protocol so that the regular IACUC review process can proceed.

C. Policy:

i. Approval of personnel changes to approved protocols in place:

Change in PI

A change in the Principal Investigator of an IACUC approved protocol is considered a significant change that requires the regular IACUC approval process. IACUC requires the same four components needed for approval of personnel on new and 3-year renewal protocols. This information should be submitted with the animal protocol so that the regular IACUC review process can proceed.

Addition of other personnel

An addition of investigators or staff other than the Principal Investigator is not considered a significant change and therefore may be approved administratively. IACUC requires the same four components needed for approval of personnel on new and 3-year renewal protocols. However, when this information is
forwarded to the IACUC coordinator, the personnel change can be administratively approved without further review. If the coordinator has questions or concerns about any personnel addition request, he/she has the option of referring the modification request for IACUC designated committee review.

**Addition of temporary personnel**

Some principal investigators may wish to involve students, time-slip employees, visiting scientists, and other temporary personnel in animal related activities of their IACUC approved research protocols. For approval of temporary personnel **who will participate in animal activities only in the physical presence and with the guidance of one or more approved personnel on the project**, IACUC requires:

1) The names of each individual who will participate
2) The name(s) of the approved personnel on the protocol with responsibility for monitoring the temporary personnel, and
3) Documentation of the registration of each person in the WSU Animal Contact Program

When this information is forwarded to the IACUC coordinator, the temporary personnel can be administratively approved without further review. However, if the coordinator has questions or concerns about any personnel addition request, he/she has the option of referring the modification request for IACUC designated committee review.

Approved by the WSU-IACUC on: May 30, 2012