**AUP PERSONNEL ADD FORM**

Use this form to request new individuals be added to Animal Use Protocol(s)

**Section A - To be completed by the person to be added to the protocol(s):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Last Name: | Lab Member Last Name |  | First Name: | First Name |
| 2 | Employee/Student ID: | ID Number |  | **Email:** | EMail |
| 3 | Has this person previously completed UCR Animal Training? | Yes/No |  | **Status:** | Indicate Status |
| 4 | Has this lab member previously had access to the vivaria? | Yes/No |  | **If yes, which vivaria?** | Vivarium |

**DIRECTIONS FOR NEW LAB MEMBER**: Complete lines 1-3, save this form and email it to your PI.

**Section B - To be completed by the PI:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5 | PI Last Name: | PI Last Name |  | PI First Name: | PI First Name |
| 6 | Department: | Choose department. |  | FAU\* | FAU# |
| 7 | List the protocols this lab member will be working on: | Type in AUP Numbers |  | **Indicate if this person will work with any of the following:** | Animals |
| 8 | Will this lab member need continued access to vivaria?  | Yes/No |  | **If yes, which vivaria?** | Vivarium |
| 9 |  |  |  | **If, yes, which day/time options are needed?** | Choose an option |

In submitting this form, PI acknowledges:

* \*FAU will be charged for the cost of the required Occupational Health Review (currently $30, as set by the Occupational Health Service Provider)
* PI is responsible for lab member actions in animal use and within the vivaria
* PIs will be charged for the cost of police response if the vivaria alarm or a panic button is accidentally activated by lab personnel (cost set by UCPD)
* PI is responsible for training lab member in handling vertebrate animals and in all laboratory procedures involving vertebrate animals.

This form should be emailed to IACUCtraining@ucr.edu FROM THE PI’s UCR EMAIL ACCOUNT. Instructions for accessing training and occupational health review will be emailed to the new lab member. When training and occupational health review are cleared, PI and lab member will be informed, and the Office of the Campus Veterinarian will provide vivaria orientation and access information.

ORI USE ONLY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| On-line training completed | Date |  | Video completed | Date |
| OHF cleared | Date |  | PI, lab member and OCV informed | Date |

OCV USE ONLY

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Orientation |  | Access Code |  | UCPD Password |  | Alarm Code |  | FOB card key |  |
| Vivarium Manager Notified |  | Access Code Activated |  | Sent to UCPD |  | Sent to UCPD |  | Activated |  |
| Orientation Confirmed |  | Lab Member Notified |  | Cleared |  | Cleared |  | Provided to Lab Member |  |