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| FOR IACUC OFFICE USE ONLY |
| **AMENDMENT #:** |       |
| **APPROVAL DATE:** |       |
| **EXPIRATION DATE:** |       |

***Northeastern University***

Institutional Animal Care and Use Committee (NU-IACUC)

**Telephone:** 617-373-3958 **Email:** iacuc-office@northeastern.edu

**Website:** <https://dlam.neu.edu/>

**SUPPLEMENT P**

*This form is to add new personnel to approved animal care and use protocols. Prior to handling animals on this project, all new personnel must complete all IACUC training requirements and all EHS required training. Personnel may not begin working with or handle animals until they have been authorized by the DLAM/IACUC Administrative Office. All personnel must also provide their EHS training record at the time of submission. Additionally, students who are under 18 years of age may not work with live vertebrate animals at Northeastern University.*

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| **I. GENERAL INFORMATION** |

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| **PRINCIPAL INVESTIGATOR:** |  | DEGREE(S): |  |
| ACADEMIC POSITION/TITLE: |  |
| DEPT/DIV: |  |
| E-MAIL ADDRESS: |  |
| DIRECT PHONE #: |  | CELL PHONE # |  |
|  |
| **LABORATORY MANAGER or PRIMARY CONTACT:** |  | DEGREE(S): |  |
| E-MAIL ADDRESS: |  |
| DIRECT PHONE #: |  | CELL PHONE # |  |
| PROTOCOL # and TITLE: |  |

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| **I. PROJECT PERSONNEL** |

All personnel listed on a protocol are required to comply with the IACUC Policies on mandatory trainings and obtain Occupational Health and Safety Clearance prior to animal contact or facility entrance. The IACUC staff will email the information regarding these [personnel requirements](https://dlam.neu.edu/nu-iacuc/working-with-animals/) to the personnel listed below. Please contact the IACUC office for information at iacuc-office@northeastern.edu or 617-373-3958.

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| --- | --- | --- | --- |
| NAME |  | POSITION | PRINCIPAL INVESTIGATOR |
| CELL PHONE # |  | E-MAIL |  |
| YEARS OF EXPERIENCE WITH PROCEDURES |  |
| YEARS OF EXPERIENCE WITH SPECIES  |  |
| WILL THIS PERSON PERFORM SURVIVAL SURGERY? | [ ]  YES [ ]  NO | SPECIES |  |
| PROCEDURES THIS PERSON WILL PERFORM INCLUDE: |  |
| WILL THIS PERSON NEED TO BE TRAINED BY DLAM? | [ ]  YES [ ]  NO | IF YES, WHAT PROCEDURES(below)? |
| [ ]  ANIMAL HANDLING [ ]  INJECTIONS [ ]  BLOOD COLLECTION [ ]  OTHER:  |
| NAME |  | POSITION |  |
| CELL PHONE # |  | E-MAIL |  |
| YEARS OF EXPERIENCE WITH PROCEDURES |  | IS PERSON UNDER 18 YEARS OF AGE? | [ ]  YES [ ]  NO |
| YEARS OF EXPERIENCE WITH SPECIES  |  |
| WILL THIS PERSON PERFORM SURVIVAL SURGERY? | [ ]  YES [ ]  NO | SPECIES |  |
| PROCEDURES THIS PERSON WILL PERFORM INCLUDE: |  |
| WILL THIS PERSON NEED TO BE TRAINED BY DLAM? | [ ]  YES [ ]  NO | IF YES, WHAT PROCEDURES(below)? |
| [ ]  ANIMAL HANDLING [ ]  INJECTIONS [ ]  BLOOD COLLECTION [ ]  OTHER:  |
| NAME |  | POSITION |  |
| CELL PHONE # |  | E-MAIL |  |
| YEARS OF EXPERIENCE WITH PROCEDURES |  | IS PERSON UNDER 18 YEARS OF AGE? | [ ]  YES [ ]  NO |
| YEARS OF EXPERIENCE WITH SPECIES  |  |
| WILL THIS PERSON PERFORM SURVIVAL SURGERY? | [ ]  YES [ ]  NO | SPECIES |  |
| PROCEDURES THIS PERSON WILL PERFORM INCLUDE: |  |
| WILL THIS PERSON NEED TO BE TRAINED BY DLAM? | [ ]  YES [ ]  NO | IF YES, WHAT PROCEDURES(below)? |
| [ ]  ANIMAL HANDLING [ ]  INJECTIONS [ ]  BLOOD COLLECTION [ ]  OTHER:  |
| NAME |  | POSITION |  |
| CELL PHONE # |  | E-MAIL |  |
| YEARS OF EXPERIENCE WITH PROCEDURES |  | IS PERSON UNDER 18 YEARS OF AGE? | [ ]  YES [ ]  NO |
| YEARS OF EXPERIENCE WITH SPECIES  |  |
| WILL THIS PERSON PERFORM SURVIVAL SURGERY? | [ ]  YES [ ]  NO | SPECIES |  |
| PROCEDURES THIS PERSON WILL PERFORM INCLUDE: |  |
| WILL THIS PERSON NEED TO BE TRAINED BY DLAM? | [ ]  YES [ ]  NO | IF YES, WHAT PROCEDURES(below)? |
| [ ]  ANIMAL HANDLING [ ]  INJECTIONS [ ]  BLOOD COLLECTION [ ]  OTHER:  |
| NAME |  | POSITION |  |
| CELL PHONE # |  | E-MAIL |  |
| YEARS OF EXPERIENCE WITH PROCEDURES |  | IS PERSON UNDER 18 YEARS OF AGE? | [ ]  YES [ ]  NO |
| YEARS OF EXPERIENCE WITH SPECIES  |  |
| WILL THIS PERSON PERFORM SURVIVAL SURGERY? | [ ]  YES [ ]  NO | SPECIES |  |
| PROCEDURES THIS PERSON WILL PERFORM INCLUDE: |  |
| WILL THIS PERSON NEED TO BE TRAINED BY DLAM? | [ ]  YES [ ]  NO | IF YES, WHAT PROCEDURES(below)? |
| [ ]  ANIMAL HANDLING [ ]  INJECTIONS [ ]  BLOOD COLLECTION [ ]  OTHER:  |

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| **II. PRINCIPAL INVESTIGATOR ASSURANCE OF COMPLIANCE** |

**As the individual responsible for this project, I confirm that:**

*[ ]  I accept responsibility for ensuring that all personnel involved in this project will be trained regarding any potential chemical hazards, relevant safety practices and emergency procedures. I confirm that the relevant DLAM/EHS Safety Plan(s) will be followed.*

*[ ]  I accept responsibility for ensuring that all personnel involved in this project will be trained regarding any potential biological hazards, relevant safety practices, and emergency procedures. If applicable, I confirm that all relevant Institutional Biosafety Committee requirements will be followed.*

*[ ]  All personnel named above have agreed to participate in this study and are aware of procedures that are approved. All individuals who will be involved with the animals used in the project have been instructed in the humane care, handling, and use of animals, and I have reviewed their qualifications.*

*[ ]  No change will be made to procedures, care, or housing without prior written notification to and approval by the Northeastern University’s Institutional Animal Care and Use Committee (IACUC).*

*[ ]  I understand that it is non-compliant to release an IACUC approval date without documentation of a congruency comparison conducted by the IACUC Office. For more information, please see the* [*Policy on Requiring a Congruency Comparison Prior to Release of IACUC Approval Dates*](Future%20Policy)*.*

*[ ]  I understand that failure to comply with IACUC policies and procedures will jeopardize Northeastern University’s Animal Welfare Assurances on file with the NIH, and may lead to revocation of my privileges to conduct animal research at this institution.*

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|       |   |       |
| Principal Investigator (*provide* *electronic signature*) |  | Date |

*By typing your name, you are submitting an electronic signature that confirms your understanding and adherence to the above statements and IACUC policies. This is considered legal documentation and confirmation of your agreement to execute all activities as approved.*

*8-2018*