How to Create an Amendment to Remove an Animal Handler February 16, 2024

Amendments utilize the same user interface as the Original Protocol submission process. Select the protocol for which you would like to submit an amendment by clicking on the selection button on the left had side of the list of your submitted protocols. Then click on the Create Amendment button. Only approved protocols may be amended. If you have started an amendment for a protocol but have not submitted it, the Create Amendment button will not be activated when you select the protocol. The unsubmitted amendment to the protocol will be found under the "Unsubmitted" tab.

Protocol Search List for PI Hele					
Protocol Search for PI - Submitted (16) Protocol Search for PI - Unsubmitted (9)					
Define New Query Personalize					
View: [Standard View] 💌 🗞 Open Folder View 🗋 Create New Protocol 🗋 Create Amendment 🗋 Create Renewal 🚺 Create PCR 🚺 Copy					
✿ Refresh				Export 2	
Expiry Date Protocol # Renew #	Protocol Title	PI Name	Animal Species	PI Email	
20013083	<u>cxopy</u>	In Station Stations	Guinea Pigs	any france of the second second second	
2024.02.22 20013082	PCR screen capture for Jen	In Depicer Hollows		states with a significant set	
2025.01.08 20013081	email sent	On Deglace Mathematica	Guinea Pigs	and the second se	
20013080	Submit but don't approve	The second second second	Guinea Pigs	And the second second second second	
2 Select Button 1079	Link to 518279	It fight fides	Guinea Pigs	and an other adjustments of	
20013078	Version 1 doc	the spectra strate in the little	Rats	shafes with a sign sector of	
20013077	Internal funding test	Co Display Hallows	Guinea Pigs	stephen with a sight such as	
20013076	Demo 2 for training Dec 14 2023	the special sector in the little	Mice	and the second second second	
20013075	Demo for training Dec 14 2023	Reports the local balls	Mice	and the second sec	
20013074	Attached to existing UTRAC		Guinea Pigs		

On the first screen of an amendment you will be asked to indicate if this is a Minor or a Major Amendment. If you are simply removing an Animal Handler, select Minor Amendment.

+	<u>1 - Identification</u>	1 - Identification		
	2 - Funding			
	<u>3 - 3Rs</u>	Next 🕨 🔛 Save 📷 Send to Asst. 👔 Delete		
	4 - History of Protocols	Page Help		
	5 - Project	The AD has been susceedfully around		
	<u>6 - Animals</u>	The AP has been successfully saved.		
	7 - Drugs & Hazardous Agents	PI Name:		
	8 - Endpoints & Final Disposition	Personnel #: 00093080		
	9 - Handlers & Emergency Contacts	Rank/Position: Professor		
	10 - Undertaking	Email Address:		
		Business Telephone:		
ΔP #	20013081	Laboratory Telephone:*		
AP Status:	Approved	Emergency Telephone:*		
APR #	00009076	Office Location (Bldg & Rm):*		
APR Status:	Saved by PI			
PI Name:	In the local data and	Protocol Title:* email sent		
Protocol Title	e: email sent			
🔨 <u>Notes (0</u>	2	Indicate if this is a minor or major amendment: (?)		
Status Histor	DX.	Minor amendments are uncomplicated changes to the protocol that are not expected to significantly affect animal use or wellare, including addition of personnel		
Change Hist	ory	and requests for an increase of animals numbers to a maximum of 10% of that approved (please provide a breakdown of the additional animal numbers as well as a instification for the increase)		
Generate Pl	DF			
		Major amendments are changes to the protocol that may affect animal use or welfare, but likely do not increase the category of invasiveness, and includes		
Protocol For	m Instructions	requests for an increase in annual numbers by more man to a guesse provide a breakdown of the additional annual numbers as well as a justification for the increase).		
*indicates a	mandatory field	Click the ? for full description and examples.		
		Justification for proposed Amendment(s)		
		List the section(s) which you propose to amend and enter the justification for the proposed amendment(s) in the space below.		
		REVISE THE RELEVANT SECTIONS AS REQUIRED.		
		Amenament Justification - e.g. to remove R. Singh as an Animal Handler		

To remove a handler, navigate to Section 9 of the protocol and click on the trash can next to the handler that you want to remove.

<u>1 - Identification</u>	9 - Handlers & Emergency Contacts				
2 - Funding					
<u>3 - 3Rs</u>	Previous Next Next Save Save Save Delete				
4 - History of Protocols	Page Help				
<u>5 - Project</u>	The AP has been successfully saved. Emergency Contacts				
7 - Drugs & Hazardous Agents					
8 - Endpoints & Final Disposition	Alternate Contact * 🛛 🔒 Add		Other 🛛 🔒 Add	2 De	
9 - Handlers & Emergency Contacts	Name:		Name:		
10 - Undertaking	Department: Dept of Phy	siology	Department:		
	Email:		Rank:		
AD # 20013081	Emergency Phone #:*		Email:		
AP Status: Approved			Emergency Phone #		
APR # 00009076					
APR Status: Saved by PI	A simulation diamage				
PI Name:	Animai riandiers *				
Protocol Title: email sent	Specific training provided by the animal	facility must be completed success	fully before any work utilizing cher	nicals, biological agents or radioiso	topes may begin. A respirator fit
	Only those handling live animals need t	 be listed 	phor to registration for animal fact	ity training.	
Notes (0)		o bo notod.			
Status History	Find Handler				
Change History Click on the trash can to remove a handler	Name	Department	Rank	Email	Training History
Generate PDF		Dept of Physiology	Staff/Technicians	100000000000000000000000000000000000000	
			Graduate Students	date and engineer strends.	
Protocol Form Instructions	1		Graduate Students	make description street	
*indicates a mandatory field					
	Previous Next	🕨 🔚 Save 🔛 Se	nd to Asst. 📋 Delete		

Submit the Amendment

<u>1 - Identification</u>	10 - Undertaking		
<u>2 - runding</u> <u>3 - 3Rs</u>	Previous		
4 - History of Protocols 5 - Project	Page Help		
<u>6 - Animals</u> 7 - Drugs & Hazardous Agents	DECLARATION AND SIGNATURE		
8 - Endpoints & Final Disposition	As a PI, it is my responsibility to ensure that all animal users listed herein have read, understood, and follow the details of this protocol as approved by the local Animal Care Committee, as well as any and all applicable University of Toronto Standard Operating Procedures (SOPs) and Guidelines. All animals in this research or teaching protocol will be maintained and used in accordance with the University of Toronto Animal Care Policies, SOPs and Guidelines (which are based on the		
→ 1 <u>10 - Undertaking</u>			
AP #: 20013081 AP Status: Approved APR #: APR Status: APR Status: Saved by PI PI Name: Protocol Title: email sent	 recommendations of the Canadian Council on Animal Care and the requirements of the Animals for Research Act) listed at www.uoft.me/guidelines Other applicable University of Toronto policies and procedures (e.g. those of EHS) will also be followed. Any requests to alter procedures described herein will be approved by the local Animal Care Committee prior to being implemented and updated protocols will be communicated to all applicable animal users. I have read and agree to the above conditions 		
Notes (0) Status History	I require an interim review of this document prior to the next scheduled Local Animal Care Committee meeting		
Generate PDF	Approval of protocol does not guarantee space or equipment for your work. Please consult the Facility Director/Manager to discuss space and equipment availability.		
Protocol Form Instructions			
*indicates a mandatory field	Previous Save Submit Send to Asst. Delete		