A two-step process is required in order to fully remove personnel from <u>both</u> the **PI Library** and **individual protocols**.

## **Step One: Removal from PI Library**

When a lab member has left the lab and will not return, it is best to first remove them from the PI Library so they cannot be selected to perform procedures in the future.

To do so, first click "Edit Lab Members" in the PI Library:

My Home PI Labs	Animal Opera	ations IA	CUC Studies	Proced	ures Subst	ances	Committee	Researcher Profiles	Re
PI Labs > Mandy Kozlows	ki Lab								
Manage: Edit Lab Members	Lab PI: Mano	dy Kozlowsk	i						
Create Personnet Amendment(s)	Members	Substances	Procedures	Protocols	Member Traini	ng			
Batch Amend Procedures or Substances									
	Lab Member						Title		
Create Substance	Barajas, Elizabeth						IACUC	Coordinator	
Create Procedure	Bittner, Stefa	nie					IACUC	Coordinator	
Create IACUC Study	Dunlap, Jeremiah								
Create IACOC Study	Funk, Jesse						Senio	Senior Operations Analyst	
	Kozlowski, Ma	Kozlowski, Mandy J						Director	

A pop-up window will then appear and "Delete" can be selected on the right-hand side:

Edit Lab Mer	nbers		
1. Add, remo	ve, or edit members of this lab:		
Add			
	Name	Qualified for these Procedures	
Update	Elizabeth Barajas		Delete
Update	Stefanie Bittner		Delete
Update	Jeremiah Dunlap		Delete
Update	Jesse Funk		Delete
Update	Mandy Kozlowski		Delete

If the lab member being deleted is listed as a Lab Editor, Emergency Contact, or PI Proxy, please ensure to click "Remove" and "Delete" under sections 2, 3, and 4 as applicable.

When finished, click "OK" at the bottom of the pop-up window. The lab member will be removed from the PI Library and will no longer populate when selecting personnel on the "Define Procedure Personnel" page.

If the lab member being deleted is still listed on the "Define Procedure Personnel" page within active protocols, amendments will need to be submitted in order to delete that lab member from each protocol.

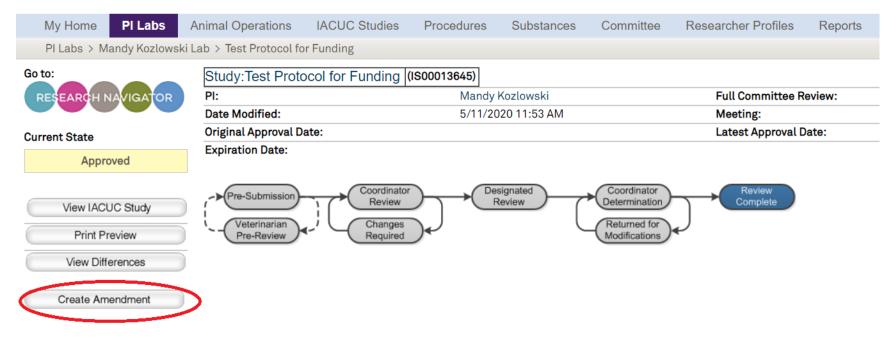
#### **Step Two: Removal from Protocols**

As deleting lab members from the PI Library does not carry over into protocols automatically, an amendment must be submitted in order to remove lab members from specific protocols.

If the <u>lab member has left the lab permanently</u>, please ensure they are removed from the PI Library first as outlined on the first two pages of this guide and then continue below.

If the <u>lab member is only being removed from a specific protocol yet will remain on other protocols</u>, do not remove them from the PI Library first and only follow the steps below.

First, navigate to the applicable protocol and click "Create Amendment:"



2.0

Then select "Personnel Change," and enter a brief description of the lab member(s) being removed.

**1.0 \* Type of change this amendment is making** (check all that apply):

	J	Fellowship/Salary Award
		Project Title Change
		Funding Change
		Species Replacement or Addition
		Change in Scope/Animals Numbers/Project Aims
		Experimental Procedure Addition(s)/Removal(s)
		Change in Laboratory Location
		Satellite Facility Request
4	1	Personnel Change
		Change in Anesthesia, Analgesia or Sedation (VVC)
		Change in Experimental Substance (VVC)
		Change in Euthanasia Method (VVC)
		Experimental Procedure Previously Approved: Changes to Duration, Frequency, Type or Number of these procedures (VVC)
		Change in Stock, Strain or Genetic Modifications (VVC)
	J	Other Changes

Removing Jesse Funk from all procedures listed.

Click "Continue," then "Finish" on the following page.

The amendment "face page" will then be displayed:

My Home PI Labs C	ommittee Researcher Profiles Class Training					
PI Labs >						
Current State Amendment : Amendment 4 for IACUC Study #IS00000468						
	PI:					
	Amendment #: IS00000468_IM4					
	Date Created: 1/15/2015 3:56 PM					
Edit Amendment	Written Summary:					
Edit Modified Study Print Preview View Differences	Type of change this amendment is making: Adding John Smith to protocol IS00000XXX, who will perform Euthanasia and Breeding procedures.					
	History Reviewer Notes Reviewers Attachments					
My Activities	Activity					
Submit	Submitted Amendment Created Amendment					
← <sup>Withdraw</sup>						

Click "Edit Amendment" to edit the amendment summary if necessary.

Click **"Edit Modified Study"** to edit the protocol and remove the lab member(s). Navigate to the "Define Procedure Personnel" page and remove the lab member(s) from each applicable procedure. Please also check the "Study Personnel" page to ensure the lab member(s) being removed is not listed as a PI Proxy. Save and Exit.

When finished removing the applicable lab members, click "Submit" to submit the amendment to the IACUC Office.