

## 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 hand 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** Help

Protocol Search for PI - Submitted (16) | Protocol Search for PI - Unsubmitted (9)

View: [Standard View] | Open Folder View | Create New Protocol | **Create Amendment** | Create Renewal | Create PCR | Copy | Export

Expiry Date	Protocol #	Renew #	Protocol Title	PI Name	Animal Species	PI Email
	20013083		<a href="#">copy</a>	Dr. Stephen Matthews	Guinea Pigs	stephen.matthews@utoronto.ca
2024.02.22	20013082		<a href="#">PCR screen capture for Jen</a>	Dr. Stephen Matthews	Guinea Pigs	stephen.matthews@utoronto.ca
2025.01.08	20013081		<a href="#">email sent</a>	Dr. Stephen Matthews	Guinea Pigs	stephen.matthews@utoronto.ca
	20013080		<a href="#">Submit but don't approve</a>	Dr. Stephen Matthews	Guinea Pigs	stephen.matthews@utoronto.ca
	20013079		<a href="#">Link to 518279</a>	Dr. Stephen Matthews	Guinea Pigs	stephen.matthews@utoronto.ca
	20013078		<a href="#">Version 1 doc</a>	Dr. Stephen Matthews	Rats	stephen.matthews@utoronto.ca
	20013077		<a href="#">Internal funding test</a>	Dr. Stephen Matthews	Guinea Pigs	stephen.matthews@utoronto.ca
	20013076		<a href="#">Demo 2 for training Dec 14 2023</a>	Dr. Stephen Matthews	Mice	stephen.matthews@utoronto.ca
	20013075		<a href="#">Demo for training Dec 14 2023</a>	Dr. Stephen Matthews	Mice	stephen.matthews@utoronto.ca
	20013074		<a href="#">Attached to existing UTRAC</a>	Dr. Stephen Matthews	Guinea Pigs	stephen.matthews@utoronto.ca

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.

**1 - Identification**

Next | Save | Send to Asst. | Delete

Page Help

The AP has been successfully saved.

PI Name: [Redacted]  
Personnel #: 00093080  
Rank/Position: Professor  
Email Address: [Redacted]  
Business Telephone: [Redacted]  
Laboratory Telephone: [Redacted]  
Emergency Telephone: [Redacted]  
Office Location (Bldg & Rm): [Redacted]

Protocol Title: email sent

Indicate if this is a minor or major amendment:  Minor  Major

Minor amendments are uncomplicated changes to the protocol that are not expected to significantly affect animal use or welfare, including addition of personnel 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 justification for the increase).

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 requests for an increase in animal numbers by more than 10% (please provide a breakdown of the additional animal numbers as well as a justification for the increase).

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.**

Amendment 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.

**9 - Handlers & Emergency Contacts**

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The AP has been successfully saved.

**Emergency Contacts**

Alternate Contact \*  Other

Name: Department: Dept of Physiology Name: Department: Rank: Email: Emergency Phone #: Emergency Phone #:

**Animal Handlers \***

Specific training provided by the animal facility must be completed successfully before any work utilizing chemicals, biological agents or radioisotopes may begin. A respirator fit test may be a prerequisite to this training. EHS training must be completed prior to registration for animal facility training. Only those handling live animals need to be listed.

Name	Department	Rank	Email	Training History
<input type="button" value="Trash"/>	Dept of Physiology	Staff/Technicians		
<input type="button" value="Trash"/>		Graduate Students		
<input type="button" value="Trash"/>		Graduate Students		

Previous Next Save Send to Asst. Delete

## Submit the Amendment

**10 - Undertaking**

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**DECLARATION AND SIGNATURE**

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 recommendations of the **Canadian Council on Animal Care** and the requirements of the **Animals for Research Act**) listed at [www.uoft.me/guidelines](http://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**

**I require an interim review of this document prior to the next scheduled Local Animal Care Committee meeting**

Approval of protocol does not guarantee space or equipment for your work. Please consult the Facility Director/Manager to discuss space and equipment availability.

Previous Save **Submit** Send to Asst. Delete