

Deletion of Personnel

1. There are two methods by which the ACUC Office will administratively assist PIs in the online deletion of personnel only. If other revisions to the protocol are necessary at the same time, this method cannot be used.

2. Method I: Download and complete a [Deletion of Personnel](#) form.

Return the signed form to the ACUC office by any of the methods below.

FAX: 982-4092

E-mail: ACUC@virginia.edu

Mail: P.O. Box 800720

Delivery: Cobb Hall, Room S-051

3. Method II: Send an e-mail to acuc@virginia.edu or to Tesha Westbrook (tcc4s@virginia.edu) in the ACUC Office. Specify the individual's name and which protocol(s) you would like this individual removed from.

4. The PI will be notified by e-mail to confirm the deletion of personnel.

5. An updated protocol together with the Deletion of Personnel form/E-mail request will be put in the PI's file in the ACUC Office. It is recommended that the PI keep an updated copy of the protocol in his/her lab.

6. If the individual no longer requires vivarium access, contact Tim Reid (4-2324 or trr9r@virginia.edu) in the Center for Comparative Medicine for key return and card access removal.