Add / View Animal Handling Details (New Method)

*On 9/28/2015, eRAM introduced a new method for entering Animal Handling Details, which is outlined in this document. However, this new method is still being refined and is currently **not recommended** for protocols with large numbers of personnel/species, as this may cause the system to time-out. If you receive a "WebBridge" error while attempting the new method, we recommend using the *original method for entering Animal Handling Details* instead. Both the original and new methods will remain available to all users as we continue to update the system.

Overview

All eResearch Animal Management protocols are required to include at least one animal handler. Details about species, several procedures and hazardous materials with which the personnel will work also must be entered. This information is needed to facilitate training by the Unit for Laboratory Animal Medicine Training Core.

Animal handling details are entered from the Protocol Workspace. All personnel, locations and species must be entered on the application before the animal handler details can be entered.

The steps below detail how to **add or update animal handling details**. Additionally, you may find the need to **view a summary of all animal handling details**, which is outlined at the end of this document.

Important Information

Animal Handling details must be completed for all personnel listed on an application, protocol or amendment, regardless of whether they are listed as an animal handler.

Making changes to the Animal Handling details does not require an amendment. Details should be reviewed each time a change is made to an application or to a protocol as a result of an amendment.

Add / Update Animal Handling Details

Protocol Workspace

1. Click **Update Animal Handling Details New** from Activities menu in the protocol workspace.
Animal Handling Details page

2. For each individual listed, click the applicable Yes/No radio button in response to the questions **Handle Species?** and **Exposure to hazards?** (both required).

3. If you indicate that the individual will handle the species listed, additional questions display. Answer each question for all animal handlers listed (not shown).

4. Click **OK**.

**View Summary of Animal Handling Details**

1. Click **View Animal Handling Details** in the protocol workspace to open a view-only summary of all animal handling details.

**Note:** Although this form may appear editable, it is not. Changes made will not be saved even if you click **OK** or **Apply**.

2. Click **OK** or **Cancel** to return to the protocol workspace.