Instructions for Adding External Personnel (Persons of Interest) to Research Occupational Health Program

1. Principal Investigator (PI) sponsors an x500/email account for external personnel using https://www.umn.edu/dirtools/sponsor. PI provides email account information to person of interest (POI).

2. PI submits add/change personnel form for persons of interest to the Institutional Animal Care and Use Committee (IACUC).

3. PI provides POI name, x500, date of birth, gender, and animal species listed on protocol to Biosafety and Occupational Health Department (BOHD) at uohs@umn.edu so ROHP account can be created.

4. BOHD sends alternate instructions, including paper Animal Exposure Questionnaire (AEQ), Release of Health Information form, and ULearn training instructions, to POI’s University email account.

5. POI completes and returns AEQ to BOHD at uohs@umn.edu, sends requested immunization records, and forwards ULearn training completion email(s) to BOHD as requested in initial email.