



Removing a Worker

To remove a worker to a protocol:

1. In “My Protocols”, click on “View Protocol/Add Workers to an existing Protocol”
2. Click on the protocol you wish to remove a worker from.

Protocols	Workers	Locations
-----------	---------	-----------

My Protocols

Please select from the listing below to Create, View/Add Workers, Renew, Terminate or Amend a protocol with the Institutional Biosafety Committee. Please contact biosafety@rutgers.edu with any questions regarding this protocol registration system.

Adding personnel who will work with **Human Materials** (e.g., established human cell lines) will require that an Amendment be submitted as changes must also be made to Addendum E for the respective worker(s) added.

Make sure to click on the "Save Progress" button as you populate/edit each tab. Click on "Submit Protocol" to indicate the protocol is ready for pre-review (does not go out to entire committee). Protocols created by non-PIs will require PI Assurance to be submitted by PI.

1 —

Please select an action to perform

Create a new Protocol

View Protocol/Add Workers to an Existing Protocol

Renew an Existing Protocol

Terminate an Existing Protocol(s)

Amend an Existing Protocol

Click on the title of the protocol to access that protocol

Existing Protocols					
Code	Title	Authoree	Status	BSL	Expiration Date
17-034	Jfs	McCormick-Ell Jessica	New	BSL1	
19-019	Protocol Example	McCormick-Ell Jessica	Amending	BSL3	09/20/2021

2 —



Remove a Worker

To remove a worker to a Protocol:

3. Click on “**Workers**” tab at the top in gray
4. Click on the red button next to the name of the worker you would like to remove from the protocol.

3

Protocols **Workers** Locations

Add Protocol

Protocol Title: Protocol Example (#19-019)
Principal Investigator: Jessica McCormick-Ell

Save Progress Check Progress Submit Protocol Addendums File Cabinet

Intro Add Comment

Protocol Summary

Authoree: Jessica McCormick-Ell
Creator: Anthony Gresko
Department: IPO-Envir. Health & Safety
Title: UNIV BIOSAFETY OFFICER
Biosafety Level: BSL2
Protocol: Protocol Example
Location(s):
Endorsements:
Organisms:

Materials Used

- Recombinant DNA, gene transfer and/or host vector systems
- Creation of Transgenic Animals
- Use of Transgenic Plants
- Use of Microorganisms (includes ALL strains of E. coli)
- Human subjects including the use of Embryonic Stem Cells: If the study is associated with an IRB protocol, please complete this section.
- Administration of Biological/ Recombinant Materials to Animals
- Human/Non-Human Primate material including established human cell lines (Bloodborne Pathogens)
- Toxins of Biological Origin (NOT select agents, NOT toxic chemicals)
- CDC/APHIS Select Agents

4

Protocols Workers Locations Submissions IACUC Protocols REHS

Workers

Add Worker

Page 1 of 1 Filter Authoree

	NetID	Last Name	First Name	E-Mail	Authoree
	ag1657	Gresko	Anthony	ag1657@rutgers.edu	McCormick-Ell, Jessica



Remove a Worker

To remove a worker to a Protocol:

5. Type "DELETE" in all capital letters to confirm your intention to remove the worker from the protocol.

The screenshot shows the Rutgers Biosafety Protocol Management System interface. At the top left is the Rutgers logo and navigation tabs for 'Protocols', 'Workers', and 'Log'. A confirmation dialog box is open, displaying the message 'myrehs.rutgers.edu says' and 'Type "DELETE" (all Capital Letters) to confirm deletion'. A text input field contains 'DELETE', and there are 'OK' and 'Cancel' buttons. Below the dialog is a 'Person Search' form with fields for First Name, Last Name, Authoree (containing 'mccor'), NetID, and E-Mail, along with a 'Search' button. At the bottom is a table showing a list of workers.

Page 1 of 1	Filter Authoree			
NetID	Last Name	First Name	E-Mail	Authoree
ag1657	Gresko	Anthony	ag1657@rutgers.edu	McCormick-Ell, Jessica