

Scope of Work for Animal/Laboratory Study Staff

Portland VA Medical Center

MUST BE COMPLETED BY PRINCIPAL INVESTIGATOR (PI)

Please submit this form electronically by email to the Research Administration Office at VHAPOR-ResearchWOC@va.gov.

If the employee is also engaged in IRB-approved human subjects research, a separate form, [IRQ Appendix L \(Scope of Work\)](#), must be completed for each IRB-approved research project.

Principal Investigator:

Supervisor (if different from PI):

Employee Name:

Employee Degrees/certifications:

The Scope of Work is specific to the duties and responsibilities of this employee, who performs work involving animals and/or general laboratory procedures under the general supervision of the Principal Investigator. Approved duties must be 1) consistent with the occupational category under which the employee was hired, 2) consistent with their qualifications (education & training), and 3) agreed upon by the person's immediate supervisor and the ACOS/R&D. The PI, the supervisor, and the employee must complete, sign and date this Scope of Work. The employee may perform these authorized duties/procedures on a regular and ongoing basis without specific prior discussion/instructions from the Principal Investigator.

General Duties:

1. Use and store chemicals (e.g., toxic, carcinogenic, flammable, teratogenic, etc.). Yes No
2. Operate routine laboratory equipment including centrifuges, safety cabinets, exhaust hoods, etc. Yes No
3. Use containment equipment (e.g., protective clothing, safety cabinets, etc.). Yes No
4. Use biomaterials, microbial or viral agents, pathogens, and/or toxins. Yes No
5. Use molecular biology techniques (e.g., cloning, etc.) and vectors. Yes No
6. Use radioactive materials. Yes No
7. Use of radiation generating equipment. Yes No
Radiation Safety approval required to order/use radioactive materials and radiation generating equipment.
8. Use of lasers. Yes No
Laser Safety approval required to order/use lasers.
9. Collects, records, or analyzes research data. Yes No
10. Process and ship specimens, chemicals, reagents, etc. Yes No

Animal Research Duties:

11. Perform procedures involving animals as described in an approved animal protocol (ACORP) Yes No
12. Will work with the following species (select all that apply): Mouse Rat Other (please specify):

Other Duties (if applicable):

Please describe any other duties or procedures this individual may perform that are not specified above.

PRINCIPAL INVESTIGATOR STATEMENT & SIGNATURES:

My signature as PI assures that I have trained and can attest that the employee is knowledgeable about all the duties marked yes on this form. We agree to abide by the parameters of this Scope of Work and all applicable medical center policies and regulations. This Scope of Work will be amended in writing as necessary to reflect changes in the employee's duties/ responsibilities, utilization guidelines and/or medical center policies.

PI Signature

Date

Supervisor (if not PI) Signature

Date

Employee Signature

Date

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R&D OFFICE USE ONLY

ACOS is in agreement with the duties as outlined in this scope of work.