Quick Guide to Biohazard Project Registration Amendments in Gator TRACS

First Steps

I need to update my personnel

1. Update your roster in LATCH by removing or adding staff as appropriate. If lab members are simply not working on a project anymore, but still work in the lab, skip to “Submitting an Amendment”
   a. Log into the Gator Tracs system
   b. Select the following: LATCH on the left-hand blue menu bar (1) → Personnel tab (2)
   c. To add lab members: Type their GatorLink email (not departmental) into the “Add User To Roster” box (3) and click the Green plus button (4). The lab member should then login themselves to add their personal information
   d. To delete lab members: Click the Red X button beside the lab member’s name (5)

I need to update my rooms

1. Email Gatortracs@ehs.ufl.edu with the PI name, new rooms to add, and/or old rooms to remove
   a. New rooms may require an inspection before work can begin
   b. Room departures require a laboratory close-out. Start the Close-out process here
Submitting an Amendment to your Biohazard Project Registration

*** Both Administrative and Technical Changes can occur in the same amendment

1. Navigate to Gator Tracs ➔ Biohazard Project Registration
2. Click the “New Amendment” button and select the protocol you would like to amend

3. Make your changes
   a. Personnel- Main form question 7
   b. Rooms- Main form question 17
   c. Technical changes- Add new experiments to Main form questions 19-22 (Label the new experiments with “Amendment Month/Year” to aid in review) AND materials to the appropriate sub-form

4. Submit for review