

FIRST STEPS- PERSONNEL AND ROOM CHANGES

I NEED TO UPDATE MY PERSONNEL

- 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)

The screenshot shows the Gator TRACS web application. On the left is a blue sidebar menu with 'LATCH' highlighted and numbered 1. The top navigation bar has 'Personnel' highlighted and numbered 2. Below this, there's a 'Select Principal Investigator' dropdown menu. Below that is an 'Add User To Roster:' text box numbered 3, followed by a green plus button in a circle numbered 4. At the bottom is a table of personnel with a red 'X' icon in the first row numbered 5.

Name	Email	Allowed	Role
✖ Ja Manager	uf.lab.manager123@ufl.edu	☐	Junior Faculty Hazardous Waste Manager
Test PrincipalInvestigator12 [PI]	principal.investigator12@ufl.edu	☒	Principal Investigator
✖ Test UFLabManager2	uf.lab.manager2@ufl.edu	☒	Lab Manager

I NEED TO UPDATE MY ROOMS

- 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 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

Welcome to Gator TRACS Biohazard Project Registrations

For **NEW** projects, please click the “**New Application**” button to begin your application. You may also view a tutorial video [HERE](#).

For **Amendments & Renewals**, please click either the the **New Amendment** or **New Renewal** button to begin. You may also view a tutorial video [HERE](#).

For more information & FAQs, please visit the [Gator TRACS](#) page on the UF EHS website.

Biohazard Project Registration | v

New Application New Amendment Toggle Filters

Start Date 08/09/2019 End Date 02/10/2021

PDF EXCEL

Updated	Applicant	Action	PI Name	Project Title	IBC Review	
Jul 31, 2020	SafetyStratus Administrator(lq_admin)	Application	Ally Gator (principal.investigator.uf1@ufl.edu)	Test Project 3- HGT		Open
Feb 5,	Ally	Amplification	Ally Gator	BSO Example: Some changes Live-		

Select Permit to Amend

☒ BIO0057-2019] - Ally Gator (principal.investigator.uf1@ufl.edu) - EXP: 1/14/24

☐ [BIO5800] - Ally Gator (principal.investigator.uf1@ufl.edu) - EXP: 2/5/26

☐ [TEST1] - Katie Poole (kmpoole1@ufl.edu) - EXP: 1/14/25

Cancel Start Amendment

3. Make your changes
 - a. Personnel- Main form question 7
 - b. Rooms- Main form question 12
 - c. Technical changes- Add new experiments to Main form questions 14-16 (Label the new experiments with “Amendment Month/Year” to aid in review) AND materials to the appropriate sub-form
4. Submit for review