I. **Background**— Any use of live vertebrate animals (including teaching, research, testing, experimentation and exhibition) that occurs under the auspices of TTUHSC El Paso (regardless of funding source) must first be reviewed and approved by the IACUC.

The TTUHSC El Paso IACUC meets on the second Friday of each month. Items for consideration by the IACUC must be received by the published deadline in order to be placed on the agenda for that month's meeting. Deadlines are published at the following website: [https://elpaso.ttuhsc.edu/research/committees/iacuc/submission-deadlines.aspx](https://elpaso.ttuhsc.edu/research/committees/iacuc/submission-deadlines.aspx)

II. **General requirements for Animal Use at TTUHSC El Paso**

Before bringing live animals into TTUHSC El Paso,

A. The PI must have a faculty appointment at TTUHSC El Paso (as defined by TTUHSCEP Operating Procedure 73.08, TTUHSC El Paso (as defined by TTUHSCEP Operating Procedure 73.08), or Texas Tech University (as described in Policy #14 and our Memo of Understanding with TTU) unless otherwise approved by the TTUHSC El Paso Institutional Official.

B. The PI must have either:

1) an animal protocol approved by the TTUHSC El Paso IACUC, or

2) written approval of the IVet to transfer animals into the LARC holding protocol. In this case, the PI must provide an approved protocol from another agency/institution to the IACUC office.

C. The local LARC must be notified.

III. **Submission of Initial Protocol (Start of Study)**

A. The PI must complete an animal use protocol to the TTUHSC El Paso IACUC using the Microsoft Word *Form* and submitting it through *iRIS*. Specific information regarding this process can be found at [IACUC HOME](https://elpaso.ttuhsc.edu/research/committees/iacuc/submission-deadlines.aspx).

B. After submission of an animal use protocol, the following items must be completed before animal use may begin:

1) The protocol must be approved by the IACUC.
2) IACUC-required CITI training must be completed by all personnel listed on the protocol. Contact the IACUC staff at amanda.ortiz@ttuhsc.edu for details.

3) All personnel listed on the protocol must be enrolled in the Occupational Health and Safety Program (OHS), which entails meeting with the Occupational Health Nurse at each personnel’s local campus. The PI is responsible for ensuring that this requirement is met. Contact the IACUC staff at amanda.ortiz@ttuhsc.edu for details.

IV. General requirements for continued animal use

A. Students or temporary personnel working in laboratories must participate in the training program before working with animals.

B. The PI must ensure that individuals who work with live animals on his/her research are listed on the IACUC protocol, receive the appropriate IACUC-required training, and are approved by the IACUC (except as noted in section IV.D below).

C. Access to TTUHSC El Paso facilities housing animals will be given only to those who are listed on an approved protocol, have completed IACUC-required training and are enrolled in the Occupational Health and Safety Program.

D. Persons who are not listed on that IACUC protocol may not handle the animals. The only exception is those persons who are participating in training under an IACUC-approved Training Protocol.

V. Ongoing Review of Approved Protocols

A. Annual Status Reports (ASR): The PI must submit an ASR for review and approval by the IACUC every year before the anniversary month of the latest approval date of the protocol. The PI will receive electronic notification before the anniversary month and must update the last approved version of his/her protocol. The PI must submit all required forms with sufficient time to be placed on the IACUC agenda for consideration of approval before the study anniversary date. Otherwise, the study will expire and must be resubmitted as a new protocol for reinstatement.

B. Three-year renewals: Every third year, the PI must renew their existing animal use protocol (i.e., initiate a 3-year renewal) for review and approval by the IACUC before the anniversary month. This will count as the ASR for that year.

Both ASRs and 3-year renewals must be submitted as an update of the last approved version. Although submission of the renewal is the PI's responsibility, the IACUC office personnel will notify the PI electronically when an active protocol is approaching its expiration date. If the PI fails to submit all required forms with sufficient time to be placed on the IACUC agenda for consideration of approval before the study anniversary date, then the study will expire and must be resubmitted as a new protocol for reinstatement.

C. Post-committee review process:
After submitted protocols and amendments are presented and discussed at a convened meeting of the IACUC, the committee members present will vote to either a) approve, b) require modifications to secure approval, or c) withhold approval. When the IACUC requires modifications of a protocol in order to secure approval, the members will vote to follow one of the procedures described below:

1) A second Full Committee Review (FCR), following the procedures delineated above.

2) A designated member review (DMR), if approved unanimously by all members at the meeting, following the procedures described in Policy #7. However, if any member calls for FCR of the modifications, such modifications can only be reviewed and approved by FCR.

3) Minor modifications may be confirmed by IACUC administrative/support personnel, if approved by the designated members (if DMR) or unanimously by all members at the meeting when the protocol was presented (if FCR).

VI. Amendments

A. Once a protocol has been approved, any and all changes must be submitted to the IACUC as a protocol amendment. The amendment must be submitted electronically as a revision of the approved protocol. All proposed changes must be approved by the IACUC or designee before implementation by the PI.

B. Certain additions, deletions, and/or changes to a protocol (for example, a change in personnel) may occur via the Administrative Approval process as outlined in Policy #20.