



IACUC Guidance:	TAMU-G-029	Title:	IACUC Guidelines for Animal Protocol Participation and Handling
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	Location	Effective Date	Review By
	College Station/Dallas/Galveston/Kingsville	11/16/2023	10/31/2026
	Houston	01/01/2024	10/31/2026

1. PURPOSE

- 1.1. This document provides guidance on AUP participation requirements and exclusions.

2. SCOPE

- 2.1. This document applies to all individuals engaged in animal program activities falling under the oversight of a Texas A&M University Institutional Animal Care and Use Committee, including but not limited to, the PI, Co-PI(s), protocol participants, study contacts, vivaria and other husbandry and core support staff
- 2.2. Individuals must complete all training requirements as listed in Section 5.2 for all **AUP** submissions received after January 1, 2021, **with exceptions as indicated.**
- 2.3. The training described in this document is to be completed one time (“one and done”) unless otherwise **stated herein or** required by the IACUC
- 2.4. Training requirements for individuals performing physical methods of euthanasia is described in TAMU-G-025 and TAMU-G-048, and is outside the scope of this document

3. RESPONSIBILITY

- 3.1. The **AWO Staff** is responsible for managing the submission review process including administrative pre-review of personnel listed on AUP and PCR submissions; verifying completion of IACUC-required training for AUP participants; routing submissions for review by other institutional administrative units (e.g. ad hoc reviewers) or the IACUC; and notifying the PI of personnel training requirements and reviewer/committee decisions.
- 3.2. The **IACUC** is responsible for:
 - 3.2.1. Reviewing the stated experience and qualification of protocol participants and identifying additional training requirements for participation on an AUP
 - 3.2.2. Reviewing PCRs involving a change in PI to ensure the new PI has the experience and training necessary to perform that role
- 3.3. The **IACUC Chair** is responsible for appointing members to perform DMR of AUPs and PCRs with a change in PI as described in TAMU-S-002.
- 3.4. The **PI** is responsible for:
 - 3.4.1. Completing all training and BOHP enrollment activities in a timely manner; including **training related to BOHP enrollment and** specific training required by the vivarium or housing location prior to gaining autonomous access to that location
 - 3.4.2. Listing participants, with their qualifications to perform the activities or procedures selected, on the AUP when initially submitted
 - 3.4.2.1. List species the individual will work with (if more than one described on the AUP) to limit CITI species specific training required in Section 5.2.2.6
 - 3.4.2.2. Special attention must be granted for the performance of physical methods of euthanasia in awake animals, survival retro-orbital blood collection, as well as other invasive, distressful, or painful procedures
 - 3.4.3. Updating the list of AUP participants to add or remove individuals utilizing the PCR process as changes occur
 - 3.4.4. Ensuring that AUP personnel complete all training and BOHP enrollment activities as outlined in Section 5.2 in a timely manner; including **training related to BOHP enrollment and** specific training required by the vivarium or housing location prior to gaining autonomous access to that location
 - 3.4.5. Ensuring that AUP personnel have study-specific training after the individual has been approved by the IACUC as protocol personnel and before animal work begins

- 3.4.6. Ensuring AUP personnel have demonstrated proficiency in all activities, procedures and tasks associated with animal activities before performing animal activities independently and are closely supervised until skilled in the performance of euthanasia, invasive and/or painful procedures
- 3.4.7. Maintaining documentation of study specific training for review by IACUC members, AWO staff, or other body upon request. "Training records" may be formal (see TAMU-F-017) or informal (indication in surgical record or lab notes that an individual participated in a procedure with an experienced partner) to meet the needs of the PI.
- 3.4.8. Ensuring that AUP personnel have read the protocol and understand their responsibilities in relation to the activities they will perform
- 3.4.9. Ensuring that AUP personnel are informed of zoonotic risks when CITI training is unavailable for the species selected; e.g.: Poultry.
- 3.4.10. Ensuring participants that are not required to be listed on the AUP, exclusive of core staff, are provided with all resources, information and training described in Section 5.3, and complete BOHP enrollment **and assigned training**
- 3.4.11. Maintaining documentation of personnel training readily available to IACUC members or AWO staff
- 3.5. **Director/Manager of Core Support Unit** is responsible for:
 - 3.5.1. AUP Participants:
 - 3.5.1.1. Ensuring the conduct of regularly scheduled orientation or training sessions for personnel requiring access to the vivaria or housing facility/location
 - 3.5.1.2. Ensuring the conduct of animal handling or procedural training for common activities (e.g.: basic handling, blood collection, aseptic surgical technique, euthanasia, etc.)
 - 3.5.2. Core Support Unit Staff/Student Workers:
 - 3.5.2.1. Ensuring staff/student workers are provided with all resources, information and training described in Section 5.3 in a timely manner
 - 3.5.2.2. Ensuring staff/student workers are provided with instructions for BOHP enrollment
 - 3.5.2.3. Ensuring staff/student workers have demonstrated proficiency in all activities, procedures and tasks associated with animal activities before performing animal activities independently, and are closely supervised during training in euthanasia methods
 - 3.5.2.4. Maintaining documentation of personnel training for review by IACUC members, AWO staff, or other body upon request
- 3.6. **AUP Participants and Core Support or Service Staff/Student Workers** are responsible for:
 - 3.6.1. Completing all training and BOHP enrollment activities in a timely manner; including **training related to BOHP enrollment and** specific training required by the vivarium or housing location prior to gaining autonomous access to that location, as applicable
 - 3.6.2. Seeking assistance from experienced individuals when learning a new procedure or activity with live animals
 - 3.6.3. Knowing emergency contact procedures
- 3.7. **Ad-hoc Reviewers** are responsible for reviewing AUP and PCR submissions for subject matter associated with their administrative units. Ad-hoc reviewers include individuals from Biosafety, BOHP, CRRC, EHS, Export Control and HRPP.

4. DEFINITIONS AND/OR ACRONYMS

- 4.1. **Ad hoc reviewer:** Individual from an institutional compliance unit (BOHP, CRRC, Biosafety/IBC, IRB, EHS/RSC, etc.) who verifies that submissions meet the unit's standards.
- 4.2. **(Animal) Activities:** Conditions in which actions are taken in order to achieve aims, including but not limited to husbandry, euthanasia, record keeping, use of general lab and equipment safety.
- 4.3. **Animal:** Any live, vertebrate animal used or intended for use in research, research training, experimentation, teaching, or biological testing or for related purposes.

- 4.4. **Animal Contact:** Working with or handling live animals for research, teaching, testing or performing husbandry on PI maintained animals; handling unfixed animal tissues, body fluids, or waste; or listed as personnel performing animal activities on an IACUC Animal Use Protocol.
- 4.5. **AUP:** Animal Use Protocol. Document submitted by the PI indicating the housing and procedures involving animals, and personnel duties.
- 4.6. **(Office of) Biosafety Program:** Supports the Institutional Biosafety Committee (IBC) administratively.
- 4.7. **BOHP:** Biosafety Occupational Health Program. Provides occupational health services for personnel who participate in activities with biohazards and animals that fall under the oversight of the IBC or IACUC, as well as those who work in university facilities where animals are treated or housed, and in studies occurring with wild species in their natural habitat.
- 4.8. Centrally administered support service for animal research and teaching programs at Texas A&M University:
 - 4.8.1. **ARU:** Animal Resource Unit supports the School of Dentistry vivarium
 - 4.8.2. **CMP:** Comparative Medicine Program supports the Texas A&M College Station campus
 - 4.8.3. **PAR:** Program for Animal Resources supports the Institute of Biosciences and Technology vivarium
 - 4.8.4. **PRF:** Pharmaceutical Research Facility supports the Kingsville Pharmaceutical Science Facility vivarium
 - 4.8.5. **Sea Life:** The Sea Life Facility supports the Galveston campus
- 4.9. **CITI Program:** Collaborative Institutional Training Initiative. Service used for web based training required by the IACUC for animal care and use program participants.
- 4.10. **Competency Certification:** Process of verifying proficiency in specific animal activities.
- 4.11. **Core Support:** Individuals performing professional activities such as husbandry or technical services as a function of a dedicated service organization.
- 4.12. **CRRC:** Clinical Research Review Committee, provides institutional oversight for clinical research and teaching involving client-owned animals.
- 4.13. **DMR:** Designated member review. Review performed by qualified IACUC member(s) appointed by the IACUC Chair to serve as the designated reviewer(s) as described in TAMU-S-002.
- 4.14. **EHS:** Environmental Health and Safety Department.
- 4.15. **External Participant:** An individual participating at international sites and/or a non-English speaking participants, and/or participants that are unable to access CITI and/or iRIS.
- 4.16. **Guidance:** Guidance documents are developed by the IACUC to provide procedural standards to the research community on the topics identified. Animal care and use program participants are expected to adhere to the standards described unless an exception has been requested and approved by the IACUC.
- 4.17. **HRPP:** Human Research Protection Program. Supports the Institutional Review Board (IRB) administratively.
- 4.18. **IACUC:** Institutional Animal Care and Use Committee. Institutional body responsible for ensuring adherence to federal regulations and institutional policy relating to the care and use of animals in teaching, testing and research. Appointed by the Institutional Official.
- 4.19. **IBC:** Institutional Biosafety Committee. Institutional body responsible for the review and oversight of research, teaching, and testing activities utilizing biohazardous materials and Dual Use Research of Concern. Appointed by the Institutional Official.
- 4.20. **iRIS:** Web-based compliance submission system
- 4.21. **New PI Orientation:** Orientation to the TAMU animal welfare program and the iRIS system performed by AWO staff
- 4.22. **Non-affiliated Student Employee:** For the purposes of this document, a student who is enrolled in an institution other than Texas A&M University (e.g. enrolled in high schools, junior colleges, other colleges and universities), is working part-time, on or off campus and is processed through one of the Texas A&M University System payroll workstations under the Non-affiliated Student Employee Title Codes.

- 4.23. **Observer:** For the purposes of this document, an individual who may be in close proximity to animals during a research or learning activity but who will not touch or handle the animals or perform any remote procedure (e.g.: performance of robotic surgery) on live animals. Observers are not classified as “participants”.
- 4.24. **PCR:** Personnel Change Request. Standalone process that allows for the addition or deletion of AUP participants, including the PI.
- 4.25. **Physical Methods of Euthanasia:** As described in the AVMA Guidelines for the Euthanasia of Animals. Include, but are not limited to, captive bolt, gunshot, cervical dislocation, decapitation, electrocution, blunt force trauma to the head, kill traps, focused beam microwave irradiation, thoracic compression, maceration and some adjunctive methods (exsanguination, NPCB/stunning, and pithing).
- 4.26. **PI:** Principal Investigator. The individual who has ultimate administrative and programmatic responsibility for the design, execution, and management of a project utilizing vertebrate animals.
- 4.27. **Short-Term Participant:** For the purposes of this document, individual participating in the activities on an AUP for 30 or fewer consecutive days or 30 total days over a six-month period.
- 4.28. **Student:** A student who is enrolled at Texas A&M University, is working part-time, on or off campus and is processed through one of the Texas A&M University System payroll workstations under the Student Employee Title Codes established by the designated office.
- 4.29. **Student Worker:** A student who is either a Student Employee or Non-Affiliated Student Employee as defined by University Guidance Document *Student Employment*.
- 4.30. **Submission:** For the purposes of this document, new or de novo protocol, **amendment**, personnel change request, **or VVC** for an approved protocol.
- 4.31. **TAMU:** Texas A&M University
- 4.32. **Training:** The act of teaching a person a particular skill or type of behavior through practice and instruction over a period of time where the emphasis is on the outcome (i.e., all personnel qualified to do their jobs).
- 4.33. **Warm-blooded animal:** Animals, such as mammals and birds, that maintain a constant body temperature regardless of the temperature of the surroundings.
- 4.34. **VVC:** Veterinary Verification and Consultation. Process by which the AV or designee confirms adherence to approved IACUC SOPs or Guidance documents. Does not apply to the Houston animal program.

5. GUIDELINES

5.1. Note:

- 5.1.1. **CITI training:** Credit for CITI training completed while at another institution will be used to meet the requirements described below when 1) the individual affiliates institutionally in CITI with Texas A&M University, and 2) the course appears as complete in the individual’s CITI course record.
- 5.1.2. **BOHP enrollment:** Individuals enrolled in the BOHP must complete annual re-enrollment when prompted for as long as they are participating in animal activities.
 - 5.1.2.1. Co-Principal Investigators and protocol participants who have not completed re-enrollment and/or assigned training within **30 days** of the stated BOHP deadline will be considered noncompliant with TAMU Rule 15.99.07.M1 and administratively removed from the AUP.
 - 5.1.2.2. Principal Investigators who have not completed re-enrollment and/or assigned training within **30 days** of the stated BOHP deadline will be considered noncompliant with TAMU Rule 15.99.07.M1. All further IACUC review of submissions (including AWO pre-review) will be halted until the BOHP re-enrollment process has been completed.

5.2. Participants who must be listed on an AUP

5.2.1. Principal Investigator and Co-Principal Investigator(s)

5.2.1.1. Eligibility:

- 5.2.1.1.1. The PI and Co-PI(s) must have the scientific expertise, and administrative and fiscal capacity, to assume responsibility for the AUP. Individuals in this role are accountable to the institution for the proper conduct of the project or activity and must have the authority to ensure appropriate animal care and use.
- 5.2.1.1.2. Faculty or staff members who fall into one of the categories below may be eligible to be considered as a PI/Co-PI:
 - 5.2.1.1.2.1. Sponsored Projects: Individuals who meet eligibility requirements as described in TAMU SAP 15.01.01.M5.01
 - 5.2.1.1.2.2. Non-Sponsored Projects:
 - 5.2.1.1.2.2.1. Individuals who meet eligibility requirements for a Sponsored Project
 - 5.2.1.1.2.2.2. Other individuals such as senior administrative staff with the responsibility for design and management of projects and animals with Department Head (or higher) approval

5.2.1.2. Required training/enrollment:

- 5.2.1.2.1. Must be completed before approval of an AUP or PCR when changing to a new PI on the AUP:
 - 5.2.1.2.1.1. CITI Working with the IACUC
 - 5.2.1.2.1.2. BOHP enrollment
- 5.2.1.2.2. **New PI Orientation must be completed prior to AUP submission to the IACUC for PIs new to the TAMU animal welfare program, e.g.: individual has not been a PI or Co-PI on an AUP approved by the TAMU IACUC. Lack of timely participation in the New PI Orientation program will result in halting of the IACUC review of the submission until orientation has been completed.**

5.2.1.3. Suggested training:

- 5.2.1.3.1. **New PI orientation completed prior to AUP submission (preferred), or within six months of approval of the initial AUP submission, for new PIs with prior experience in the TAMU animal welfare program, e.g.: individual has been a Co-PI on an AUP approved by the TAMU IACUC, but not the PI.**
- 5.2.1.3.2. Activity dependent training as described for **Participants with Animal Contact** (Section 5.2.2).

5.2.2. Participants with Animal Contact (other than PI and Co-Principal Investigator(s))

- 5.2.2.1. May include research/teaching staff, research assistant/associates, lab technicians, post-docs, graduate students (including teaching assistants), undergraduate students, residents, participating clinicians/veterinarians, student workers performing research activities, and individuals participating in the visiting research scholars program. Excludes external participants and core support or service staff as described in Sections 5.2.3. and 5.3., respectively.
- 5.2.2.2. May not perform activities with live animals autonomously until the individual has been added as a participant to an approved AUP by either IACUC approval of the AUP or AWO staff completion of a PCR
- 5.2.2.3. For training/enrollment that must be completed before the individual may be listed on an AUP as a participant:
 - 5.2.2.3.1. AUPs: Individuals who have not completed requirements by the time of IACUC approval of the AUP will be removed from the AUP and may be added by PCR at a future date when all outstanding requirements have been fulfilled
 - 5.2.2.3.2. PCRs: PCRs will be withdrawn for individuals who have not completed requirements within 60 days of PCR submission. A new PCR may be submitted when all outstanding requirements have been fulfilled.

5.2.2.4. Basic required training/enrollment:

- 5.2.2.4.1. Must be completed before the individual may be listed on an AUP as a participant
- 5.2.2.4.2. CITI Working with the IACUC
- 5.2.2.4.3. BOHP enrollment

5.2.2.5. Training that must be completed before the individual may be listed on the AUP as a participant:

- 5.2.2.5.1. Animal Allergens - BOHP TrainTraq course
 - 5.2.2.5.1.1. Applies to protocols with **warm blooded animals**
 - 5.2.2.5.1.1.1. **Note: The expansion in training requirement from previous version of this document applies to AUPs submitted on/after January 1, 2024.**
 - 5.2.2.5.1.2. Proof of course completion must be provided to AWO
- 5.2.2.5.2. **EHS Waste Anesthetic Gas Awareness – TrainTraq**
 - 5.2.2.5.2.1. **Applies to protocols with gas anesthesia administration submitted on/after January 1, 2024.**
 - 5.2.2.5.2.2. **Proof of course completion must be provided to AWO**
- 5.2.2.5.3. CITI Aseptic Surgery **OR** *CMP Asepsis and Aseptic Techniques* (College Station) **OR** *CMP Aseptic Techniques with Rodent Survival Surgery* (College Station) **OR** ARU/PAR/PRF hands-on aseptic technique training, if available (Dallas, Houston, Kingsville).
 - 5.2.2.5.3.1. Proof of CMP/ARU/PAR/PRF course completion must be provided to AWO
 - 5.2.2.5.3.2. Applies to protocols with **survival** surgical procedures
 - 5.2.2.5.3.3. Does not apply to euthanasia
 - 5.2.2.5.3.4. Required for all participants who will perform support activities (prep, anesthesia, surgical support) or surgery
 - 5.2.2.5.3.4.1. **Note:** Individuals with professional training in the performance of survival surgery (e.g.: DVM, MD surgeon, surgical veterinary technician) may request a waiver from the IACUC to this requirement.
- 5.2.2.5.4. CITI species specific course(s). Must complete courses for species listed on the AUP that the individual will handle (while the animal is alive). Courses listed as applying to “Research settings” also apply to teaching AUPs.
 - 5.2.2.5.4.1. **Note:** Individuals with a DVM or PhD (degree must be relevant to the species utilized) may request a waiver from the IACUC to this requirement.
 - 5.2.2.5.4.2. Amphibians (Laboratory): CITI Working with Amphibians in Research Settings
 - 5.2.2.5.4.3. Cats: CITI Working with Cats in Research Settings
 - 5.2.2.5.4.4. Cattle: CITI Working with Cattle in Agricultural Research Settings
 - 5.2.2.5.4.5. Dogs: CITI Working with Dogs in Research Settings
 - 5.2.2.5.4.6. Ferrets: CITI Working with Ferrets in Research Settings
 - 5.2.2.5.4.7. Fish (Laboratory): CITI Working with Fish in Research Settings
 - 5.2.2.5.4.8. Gerbils: CITI Working with Gerbils in Research Settings
 - 5.2.2.5.4.9. Guinea Pigs: CITI Working with Guinea Pigs in Research Settings
 - 5.2.2.5.4.10. Hamsters: CITI Working with Hamsters in Research Settings
 - 5.2.2.5.4.11. Horses, Donkeys & Mules: CITI Working with Horses in Agricultural Research Settings
 - 5.2.2.5.4.12. Mice: CITI Working with Mice in Research Settings
 - 5.2.2.5.4.13. Non-Human Primates: CITI Working with Non-Human Primates in Research Settings
 - 5.2.2.5.4.14. **Poultry: CITI Working with Poultry in Agricultural Research Settings**
 - 5.2.2.5.4.14.1. **Note: Applies to AUPs submitted on/after January 1, 2024**

- 5.2.2.5.4.15. Rabbits: CITI Working with Rabbits in Research Settings
- 5.2.2.5.4.16. Rats: CITI Working with Rats in Research Settings
- 5.2.2.5.4.17. Reptiles: CITI Working with Reptiles in Research Settings
- 5.2.2.5.4.18. Sheep & Goats: CITI Working with Sheep and Goats in Research Settings
- 5.2.2.5.4.19. Swine: CITI Working with Swine in Research Settings
- 5.2.2.5.4.20. Wildlife (Field): CITI Wildlife Research
- 5.2.2.5.4.21. Zebrafish: CITI Working with Zebrafish (Danio rerio) in Research Settings

5.2.2.6. Training that must be completed before the individual may perform an activity or procedure autonomously:

- 5.2.2.6.1. Confirmation of procedural proficiency may replace training
- 5.2.2.6.2. Training as identified by the IACUC during submission review
 - 5.2.2.6.2.1. Training must be performed by someone experienced in the procedure; preferably with the species listed on the AUP
 - 5.2.2.6.2.2. Verification of training must be provided to the AWO in the timeframe specified by the IACUC
- 5.2.2.6.3. Study-specific training in activities and procedures performed by individual with live animals, including lab hygiene and disease transmission prevention
 - 5.2.2.6.3.1. Including but not limited to personal hygiene, proper selection and use of personal protective equipment, and animal bite instructions
 - 5.2.2.6.3.2. Training must be performed by someone experienced in the procedure; preferably with the species listed on the AUP
 - 5.2.2.6.3.3. Trainer must ensure that the trainee understands their responsibilities under the AUP
 - 5.2.2.6.3.4. Individual must be provided with instructions on how to access the IACUC approved AUP in iRIS or a copy of the IACUC approved protocol prior to initiation of training.
- 5.2.2.6.4. Other training associated with animal activities
 - 5.2.2.6.4.1. Including but not limited to
 - 5.2.2.6.4.1.1. General animal care and husbandry; monitoring and removal criteria as described in the AUP; how to recognize pain and distress; AUP-approved method(s) of euthanasia; and maintaining health records such as daily logs, surgical, and post-op records
 - 5.2.2.6.4.1.2. General lab and equipment use and safety (including farm equipment when applicable)
 - 5.2.2.6.4.1.3. Information regarding hazardous substances, chemicals, or radiation including safety data sheets

5.2.2.7. Suggested training:

- 5.2.2.7.1. CITI Working with Genetically Modified Mice in Research Settings: If working with genetically modified mice
- 5.2.2.7.2. CMP/ARU/PAR/PRF wet lab training (as available) in procedures approved on the AUP such as surgery, blood collection, administration of compounds, and/or euthanasia
- 5.2.2.7.3. Individuals in the Protocol Contact role only: New Protocol Contact orientation to the animal care and use program and the iRIS system performed by AWO staff prior to submission of initial AUP or amendment.

5.2.3. External Participants:

- 5.2.3.1. Includes individuals participating at international sites, non-English speaking participants, and participants that are unable to access CITI or who will not be issued a Texas A&M University NetID

- 5.2.3.2. Individuals may not perform activities with live animals autonomously until the individual has been added as a participant to an approved AUP by either IACUC approval of the AUP or AWO staff completion of a PCR
- 5.2.3.3. PI must provide basic training to external participants using TAMU-F-016 or equivalent
 - 5.2.3.3.1. Equivalent training must be reviewed and approved by the IACUC
 - 5.2.3.3.2. Training may be performed by PI or other protocol participant designated by PI
 - 5.2.3.3.3. Written verification of completed training must be provided to the AWO prior to individual being added to the AUP
- 5.2.3.4. PI must provide a copy of the IACUC approved AUP, or extracted description of procedures to be performed, to all individuals unable to access iRIS
- 5.2.3.5. The PI is responsible for securing appropriate translation of all training and AUP materials for non-English speaking participants
- 5.2.3.6. Study-specific training in activities and procedures performed by the individual with live animals:
 - 5.2.3.6.1. Information on risks inherent to the animal species (e.g.: zoonoses, animal allergies) must be provided
 - 5.2.3.6.2. Training must be performed by someone experienced in the procedure before the individual may perform an activity or procedure autonomously; preferably with the species listed on the AUP. Confirmation of proficiency may replace training.
Note: Individuals with a DVM or PhD (degree must be relevant to the species utilized) may request a waiver from the IACUC to this requirement
- 5.2.3.7. Must be enrolled in BOHP (e.g.: visitor form)

5.2.4. Participants with NO contact with live animals or unfixed tissues

- 5.2.4.1. Listed on the AUP when the PI desires that the individual have access to the protocol in iRIS
- 5.2.4.2. Includes study contacts, alternative contacts, administrative assistants, and other non-study participants without animal contact
- 5.2.4.3. No training required
- 5.2.4.4. No BOHP enrollment requirement

5.3. Participants not required to be listed on an AUP

- 5.3.1. Individuals must be provided with:
 - 5.3.1.1. Instructions on how to report an animal welfare issue or concern at TAMU
 - 5.3.1.2. Information on risks inherent to the animal species (e.g.: zoonoses, animal allergies)
 - 5.3.1.3. Appropriate PPE to the activities performed
- 5.3.2. Training and competency confirmation:
 - 5.3.2.1. Individuals must be trained by someone experienced in the tasks or procedures to be performed; preferably with the species listed on the AUP. Confirmation of procedural proficiency may replace training.
 - 5.3.2.2. For professional staff, training and competency confirmation may be in the form of a certificate, license or higher education degree
 - 5.3.2.3. Individuals may not perform tasks or procedures autonomously until competency has been confirmed

5.3.3. Core support or service staff:

- 5.3.3.1. Individuals performing professional activities as a function of a core support service organization **do not** need to be listed *individually* as research participants; e.g. surgeons, anesthesiologists, surgical technicians, husbandry technicians; **however**, this type of individual should be listed generically by organization on the AUP; e.g.: “All surgery and peri-operative support to be provided by trained CVM staff.”

5.3.3.1.1. Note: Core facility supervisors, managers or directors may be listed individually on the AUP to ensure access to the contents of the document with no changes to required training listed below

5.3.3.2. **Additional required training:** Training or instruction in the humane practice of animal care and use, as well as training or instruction in research or testing methods that minimize the number of animals required to obtain valid results and minimize animal distress.

5.3.3.3. Must be enrolled in BOHP

5.3.3.4. Additional suggested training: Activity/species dependent training as described for Participants with Animal Contact (Section 5.2.2).

5.3.4. Undergraduate or graduate students not performing research:

5.3.4.1. Applies to student workers performing standard animal husbandry or students participating/enrolled in a TAMU course involving animals in a training/teaching setting. Course must have a TAMU course number.

5.3.4.2. Must meet all EHS and Biosafety standards for entry into areas with hazards

5.3.4.3. Must be enrolled in BOHP

5.3.4.4. **Additional required training:** Training or instruction in the humane practice of animal care and use, as well as training or instruction in research or testing methods that minimize the number of animals required to obtain valid results and minimize animal distress.

5.3.4.5. Additional suggested training: Activity/species dependent training as described for **Participants with Animal Contact** (Section 5.2.2).

5.3.5. Short-term participants:

5.3.5.1. Must perform all activities with live animals under the direct supervision of a CMP/ARU/PAR/PRF staff member, the PI or an experienced member of the PI's staff who is listed on the AUP and is proficient in all the applicable procedures.

5.3.5.2. Must meet all EHS and Biosafety standards for entry into areas with hazards

5.3.5.3. Training and competency confirmation standards are not applicable

5.3.5.4. Must be enrolled in BOHP (e.g.: visitor form)

5.3.6. Observers:

5.3.6.1. Must be escorted at all times by a CMP/ARU/PAR/PRF staff member, the PI or a member of the PI's staff who is listed on the AUP

5.3.6.2. Must meet all EHS and Biosafety standards for entry into areas with hazards

5.3.6.3. Training and competency confirmation standards are not applicable

5.3.6.4. No BOHP enrollment requirement

6. EXCEPTIONS

6.1. The PI may request an exception to the above standards by describing the departure in the AUP

6.2. For programmatic exceptions, the facility director or manager may submit a request for the exception using TAMU-F-013

7. REFERENCES, MATERIALS, AND/OR ADDITIONAL INFORMATION

7.1. References/Resources

7.1.1. [PHS Policy](#) on Humane Care and Use of Laboratory Animals section IV.C.1.F

7.1.2. USDA [Animal Welfare Regulations](#) Part 2 Subpart C § 2.31.d.8

7.1.3. OLAW Website: <http://grants.nih.gov/grants/olaw/>

7.1.4. [The Guide for the Care and Use of Laboratory Animals](#), 8th Edition

7.1.5. [The Guide for the Care and Use of Agricultural Animals in Research and Teaching](#), 4th Edition

7.1.6. AVMA Guidelines for the Euthanasia of Animals: [2020 Edition](#)

7.2. TAMU:

- 7.2.1. TAMU [SAP 15.01.01.M5.01](#) Principal Investigator Eligibility on Sponsored Agreements
- 7.2.2. TAMU Rule [15.99.07.M1](#) **Use of Vertebrate Animals**
- 7.2.3. TAMU Guidance Document [Student Employment](#)
- 7.2.4. Division of Research PI Eligibility on Sponsored Agreements, Proposals and Projects:
<https://vpr.tamu.edu/initiate-research/pi-eligibility/pi-eligibility-on-sponsored-agreements-proposals-and-projects>
- 7.3. CITI Program:
 - 7.3.1. Web page: <https://about.citiprogram.org/en/homepage/>
 - 7.3.2. Instructions: <https://rcb.tamu.edu/animals/training>
- 7.4. Contacts for centrally administered support service units:
 - 7.4.1. ARU: (214) 828-8149
 - 7.4.2. [CMP](#): (979) 845-7433
 - 7.4.3. [PAR](#): (713) 677-7471
 - 7.4.4. [PRF](#): at (361) 221-0770
 - 7.4.5. Sea Life Facility: at (409) 740-4574
- 7.5. [BOHP](#):
 - 7.5.1. TrainTraq Course Number 2111497: Researchers Who Work with Pregnant Sheep Inside Facilities - Biosafety
 - 7.5.2. TrainTraq Course Number 2113938: Animal Allergens – BOHP
- 7.6. EHS:
 - 7.6.1. TrainTraq Course Number 2114681: Waste Anesthetic Gas (WAG) Awareness Training**
- 7.7. [IACUC/AWO Referenced Documents](#): (requires TAMU NetID authentication)
 - 7.7.1. TAMU-C-011 Animal Participant Training Checklist (single AUP)
 - 7.7.2. TAMU-F-013 Request for Programmatic Exception from Animal Welfare Standards
 - 7.7.3. TAMU-F-016 Alternative Training for External Personnel
 - 7.7.4. TAMU-F-017 Record of IACUC Required Observation
 - 7.7.5. TAMU-F-032 Animal Program Training Record - Multiple AUPs V1 (short)
 - 7.7.6. TAMU-F-033 Animal Program Training Record - Multiple AUPs V2 (medium)
 - 7.7.7. TAMU-F-034 Animal Program Training Record - Multiple AUPs V3 (long)
 - 7.7.8. TAMU-F-035 Animal Program Training Record - Single AUP V1 (short)
 - 7.7.9. TAMU-F-036 Animal Program Training Record - Single AUP V2 (long)
 - 7.7.10. TAMU-G-025 Guidelines on Physical Methods of Euthanasia in Warm Blooded Species
 - 7.7.11. TAMU-G-048 Guidelines on Euthanasia of Fish, Amphibians and Reptiles
 - 7.7.12. TAMU-S-002 IACUC Submission Review Mechanisms

8. HISTORY

Effective Date	Version #	Description
02/20/2020	000	College Station/Galveston: New format and content; replaced AWAP 308
04/13/2020	001	Houston/Kingsville: New format and content; replaced IBT-111, reviewed and approved via email.
04/30/2020	002	Dallas: New format and content; replaced CD-111. Reviewed and approved via email.
03/24/2022	003	College Station/Dallas/Galveston: Merging of Dallas animal care and use program with College Station/Galveston
12/01/2022	004	College Station/Dallas/Galveston/Kingsville: Renewal; addition of Kingsville, clarification of scope and responsibility, updated definitions, refinement of procedures including removal of competency certification for physical methods of euthanasia without presedation/retroorbital blood collection, expansion of exemption options for professional participants, addition of exceptions section. Reviewed and approved via email.



01/01/2023	005	Houston: Renewal; movement of Kingsville to IACUC1, clarification of scope and responsibility, updated definitions, refinement of procedures including removal of competency certification for physical methods of euthanasia without premeditation/retroorbital blood collection, expansion of exemption options for professional participants, addition of exceptions section. Reviewed and approved via email.
11/16/2023	006	College Station/Dallas/Galveston/Kingsville: Updated scope, responsibility, definitions, and reference sections; addition of requirements for annual re-enrollment in BOHP, and completion of new PI orientation, EHS WAG TrainTraq Course and CITI working with Poultry; expansion in animal allergen training requirements to include warm blooded animals
01/01/2024	007	Houston: Updated scope, responsibility, definitions, and reference sections; addition of requirements for annual re-enrollment in BOHP, and completion of new PI orientation, EHS WAG TrainTraq Course and CITI working with Poultry; expansion in animal allergen training requirements to include warm blooded animals. Reviewed and approved via TEAMS