I. **Background**-- Any use of live vertebrate animals (including teaching, research, testing, experimentation and exhibition) that occurs under the auspices of TTUHSC (regardless of funding source) must first be reviewed and approved by the IACUC. The TTUHSC 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: [www.ttuhsc.edu/sponsoredPrograms/ACUC/deadlines.aspx](http://www.ttuhsc.edu/sponsoredPrograms/ACUC/deadlines.aspx).

II. **General requirements for Animal Use at TTUHSC**--

Before bringing live animals into TTUHSC,

A. The PI must have a faculty appointment at TTUHSC or Texas Tech University unless otherwise approved by the TTUHSC Institutional Official.

B. The PI must have either:

1) an animal protocol approved by the TTUHSC IACUC or

2) written approval of the IVet to transfer animals into the LARC holding protocol (in this case, the PI must have an approved protocol from another agency/institution).

C. The local LARC must be notified.

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

A. The PI must submit a completed animal use protocol form to the TTUHSC IACUC for review. The description and justification for the use of animals must be entered using the protocol template form that may be found on the IACUC website at [http://www.ttuhsc.edu/sponsoredPrograms/acuc/](http://www.ttuhsc.edu/sponsoredPrograms/acuc/)

B. In addition to 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 training must be completed by all personnel listed on the protocol (please contact LARC-L at 806 743-2565 for details).

3) All personnel listed on the protocol must be enrolled in the Occupational Health and Safety Program (OHS), as approved by the TTUHSC IACUC. The PI is responsible for ensuring that this requirement is met.

IV. General requirements for continued animal use

A. Students or temporary personnel rotating through laboratories that hold an approved animal protocol(s) must participate in the training program prior to 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. Unaccompanied access to TTUHSC 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): Annually, prior to the anniversary month of the latest approval date of the protocol, the PI must submit an ASR for review and approval by the IACUC. The PI will receive electronic notification prior to 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, prior to the anniversary month, the PI must update (renew) and submit their existing animal use protocol (i.e., initiate a
3-year renewal) for review and approval by the IACUC. No annual status report will be required.

Both ASRs and 3-year renewals must be submitted as an update of the last approved version, completed in its entirety. 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.

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, all changes must be submitted to the IACUC as a protocol amendment. The proposed changes must be approved by the IACUC or designee prior to implementation by the PI. The amendment is submitted electronically as a revision of the approved protocol.

B. Certain additions, deletions and/or changes to a protocol may occur via the Administrative Approval process as outlined in Policy #20. (http://www.ttuhsc.edu/sponsoredPrograms/acuc/policyindex.aspx).