Institutional Animal Care & Use Program - UTEP	
Title: Training Requirements for Research Personnel	
Policy#: 026	**Date in Effect**: 16 December 2024
Version: B	**Rev Date**: 23 February 2026
In Effect ☒ Rescinded	**Date Rescinded**:

1. RESPONSIBILITIES

It is the responsibility of all personnel using animals at The University of Texas at El Paso (UTEP) to abide by this policy. Exceptions to these policies must be approved by the Institutional Animal Care and Use Committee (IACUC) before implementation.

2. APPLICATION

This policy applies to all faculty animal users engaged in research and teaching at UTEP.

3. INTRODUCTION

The *Guide for the Care and Use of Laboratory Animals* (the *Guide*, NRC 2011) requires that all personnel involved with the care and use of animals be adequately educated and trained, and that training programs include continuing education. The *Guide* also requires that this training be documented. This policy specifies the training requirements in place at UTEP to meet applicable regulations and guidelines regarding animal use. All personnel (*e.g.,* principal investigators, co-investigators, research technicians, postdoctoral researchers, and students) working with live animals must complete basic training requirements as detailed below.

4. DEFINITIONS

Animal Facilities are defined as vivaria or laboratory spaces where active animal use is present. *Observers/Visitors* are defined as individuals who are present solely to observe the animals or the animal area. These individuals are not allowed to touch animals and are not required to be listed on the protocol or complete training. All visitors/observers (*e.g.*, personnel not listed on an IACUC protocol) must be escorted by either Laboratory Animal Resources Center (LARC), Research & Innovation, or key animal protocol personnel at all times. The IACUC may consider special exemptions for visitors working with animals for visiting scientists (or similar) who are coming to demonstrate techniques. A formal request for this exemption must be submitted to the IACUC Office.

Personnel are defined as individuals participating in a research or training activity with live animals (*e.g.,* handling live animals). Personnel must be listed on the protocol and may not work with live animals until the protocol, or an amendment is approved and training is complete. They may not work independently with live animals until all training requirements are met.

5. TRAINING REQUIRED PRIOR TO PROTOCOL APPROVAL

Completion of the following training is required for all personnel before protocol or personnel amendment approval, and before handling live animals.

Course Title	Required For	Format
Working with the IACUC	All personnel	Online IACUC-approved platform
Working with [insert species name] in Research Settings	All personnel working with a particular species	Online IACUC-approved platform
Laboratory Mice and Rats	All personnel working with mice or rats	Online IACUC-approved platform
Aseptic Surgery	All personnel performing surgery	Online IACUC-approved platform
Laboratory Safety	All personnel	EH&S-approved platform
Biosafety/Bloodborne Pathogens	All personnel working with biological hazards	EH&S-approved platform
Occupational Health Questionnaire	All personnel	Questionnaire

Protocol principal investigators are required to ensure that all new personnel are supervised until fully trained. In-person, hands-on training by the LARC is required prior to independent work and recommended prior to any animal work.

6. TRAINING REQUIRED PRIOR TO ACCESS TO LARC FACILITIES

Completion of the following training is required for personnel prior to access to LARC facilities. Personnel must work under direct supervision until the training below is completed.

Course Title	Required For	Format
Building/Facility Orientation	All personnel on protocol/amendment	LARC in person

7. TRAINING RENEWAL/REFRESHER

After completion of initial training, renewal/refresher training through the IACUC-approved platform is required every 3 years for all animal personnel.