

**University of Texas at Austin**  
**Institutional Animal Care and Use Committee**

**IACUC Policy # 3.2**

TITLE	Non-UT Personnel Working with Animals at UT		
Date of Approval	11-12-18		
Date of Last Revision	N/A	Version	1.0

From time to time, personnel on a protocol may not have the expertise or experience to conduct the procedure(s) approved by the IACUC. In these infrequent occurrences, a Principal Investigator may call upon personnel that possess a certain skill or expertise, but are not affiliated with The University of Texas at Austin, to serve as a trainer and/or a consultant. In other instances, unaffiliated personnel may also express interest in observing procedures involving animals. The Principal Investigator should determine the level of involvement for these individuals and take responsibility for their oversight; however, the Attending Veterinarian should be contacted for approval. More information about visitors in animal areas can be found in the [Animal Resources Center \(ARC\) Animal Facility Access Policy](#).

When individual(s) have direct involvement with the protocol, either by handling animals or providing guidance to approved personnel handling animals, the IACUC must assess the qualifications and prior experience of the individual(s). This must be handled by submitting a protocol amendment in eProtocol. There are two circumstances that must be considered:

- Visit Lasting Two Days or Less. Individual(s) must be added to the protocol by describing their participation in the study in the text box describing protocol changes on the Amendment Application form and attaching the CV, resume, or similar documentation of experience of the individual(s) to the protocol. Individual(s) cannot begin work with animals until the IACUC has approved the protocol amendment.
- Visit Lasting Three or More Days. Individual(s) must obtain a UT EID to document training as detailed in IACUC Policy 3.1 “Training Requirements for University Laboratory Animal Users.” Once training has been completed, individual(s) must be added to the protocol by listing the individual(s) on the “Personnel Information” section of the protocol. If the personnel will participate in any procedure(s) that requires the listing of personnel within the procedure (typically procedures involving anesthesia), then personnel must be added to the applicable procedure(s). Individual(s) cannot begin work with animals until the IACUC has approved the protocol amendment.

**All non-affiliated personnel** must read and agree to the “Guidelines for Non-Student, Non-Employee Visitors in Research Laboratories,” available at: <http://www.utexas.edu/provost/policies/lab/>. This form details provisions for the visitor to be in research laboratories at The University of Texas at Austin. Completed forms must be maintained by the laboratory/Principal Investigator and the IACUC may ask to review these completed forms during semi-annual facility evaluations.

Keep in mind that if individual(s) will be working with or near non-human primates, proof of a negative TB test (current within one year of their visit) should be provided to the Animal Resource Center and

the *HealthPoint* Occupational Health Program for documentation PRIOR to entering animal areas. Non-UT personnel may submit TB screening records from their own institution or may obtain TB screening services, at their own expense, from a community provider. Non-UT personnel must contact the *HealthPoint* office to be registered so that training requirements are satisfied. It is important to note that non-UT personnel (e.g., visitors, independent consultants/contractors, volunteers, etc.) without a paid appointment at The University of Texas at Austin, are NOT covered under the university's worker's compensation insurance plan. Non-UT personnel should be advised prior to entering a research area, laboratory, or participating in fieldwork that they are responsible for their own medical expenses in the event that an exposure, illness, or injury incident occurs.