

Wylie Animal Shelter Advisory Board Regular Meeting

August 12, 2026 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

INVOCATION

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

REGULAR AGENDA

- [1.](#) Consider and act upon an Animal Shelter Advisory Board Chair appointment for a term ending June 2027.
- [2.](#) Consider and act upon an Animal Shelter Advisory Board Vice Chair appointment for a term ending June 2027.
- [3.](#) Consider and act upon the Animal Shelter Advisory Board minutes of May 13, 2026.
- [4.](#) Consider and place on file the 2026 second-quarter statistical information for shelter operations.
- [5.](#) Consider and act upon the Interlocal Cooperation Agreement with the Collin County Community College.

WORK SESSION

WS1. Discuss a partnership with Adopt My Heart.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on August 6, 2026 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.



Wylie City Council

AGENDA REPORT

Department: Animal Services

Account Code: _____

Prepared By: Chris Marren

Subject

Appointment of Chair.

Recommendation

Consider and act upon an Animal Shelter Advisory Board Chair appointment for a term ending June 2027

Discussion



Wylie City Council

AGENDA REPORT

Department: Animal Services

Account Code: _____

Prepared By: Chris Marren

Subject

Appointment of Vice Chair.

Recommendation

Consider and act upon an Animal Shelter Advisory Board Vice Chair appointment for a term ending June 2027.

Discussion



Wylie City Council

AGENDA REPORT

Department: Animal Services

Account Code: _____

Prepared By: Chris Marren

Subject

Consider, and act upon, the Animal Shelter Advisory Board minutes of May 13, 2026.

Recommendation

Motion to approve Item as presented.

Discussion

The ASAB met on May 13, 2026. The attached minutes are submitted for approval.



Animal Shelter Advisory Board

Minutes

Regular Meeting

May 13, 2026 – 6:00 pm

Wylie Municipal Complex – Council Chambers

300 Country Club Road, Bldg. 100

Wylie, TX 75098

CALL TO ORDER

Announce the presence of a Quorum.

Amber Porter called to order the Animal Shelter Advisory Board meeting at 6:04 p.m. Board members present Amber Porter, Chris Marren, Susan Cranford, Todd Pickens, Michael Schwerin, and Priscilla Muhoho. Tracy Vu was absent. Quorum is present.

INVOCATION

The invocation was given by Michael Schwerin.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Council regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Council requests that comments be limited to three (3) minutes. In addition, Council is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.

REGULAR AGENDA

1. Consider and act upon the Animal Shelter Advisory Board minutes of November 6, 2025.

Board Action

A motion was made by Susan Cranford to accept the Animal Shelter Advisory Board minutes of February 11, 2026, as presented. Todd Pickens seconded to accept the Animal Shelter Advisory Board minutes of February 11, 2026, as presented. A vote was taken, and the motion passed unanimously.

2. Consider and place on file the 2025 first-quarter statistical information for shelter operations.

Board Action

A motion was made by Susan Cranford to accept the 2026 first-quarter statistical information for shelter operations. Michael Schwerin seconded to accept the 2026 first-quarter statistical information for shelter operations. A vote was taken, and the motion passed unanimously.

3. Consider and act upon the 2026 updates to the Animal Shelter Advisory Board Bylaws and Rules of Procedure.

Board Action

A motion was made by Michael Schwerin to accept the 2026 updates to the Animal Shelter Advisory Board Bylaws and Rules of Procedure. Susan Cranford seconded to accept 2026 Animal Shelter Advisory Board Bylaws and Rules of Procedure. A vote was taken, and the motion passed unanimously.

4. Consider and act upon the Memorandum of Understanding with Friends of Rescue Animals.

Board Action

A motion was made by Susan Cranford to accept the Memorandum of Understanding with Friends of Rescue Animals. Michael Schwerin seconded to accept the Memorandum of Understanding with Friends of Rescue Animals.

WORK SESSION

WS1. Discuss an SOP for the Interlocal Cooperation Agreement with Collin College.

Chris Marren presented the proposed Standard Operating Procedures for the Collin College program in partnership with Animal Services. The board reviewed the SOP and recommended adding language establishing limits on the number of different skills that may be performed on an individual animal, as well as including additional language on the number of times a skill can be repeated on an individual animal. The board indicated that, with these revisions incorporated into the SOP, they believe the Interlocal Cooperation Agreement would provide a beneficial partnership for Animal Services.

WS2. Discuss a partnership with Adopt My Heart. They provide adopters with heartworm treatment.

Chris Marren introduced Allison Roberts from Adopt My Heart to help discuss a partnership with Animal Services. Allison explained how the agreement would work. Adopt My Heart would provide heartworm treatment for animals adopted from the Animal Shelter. The board recommended that we pursue this program because they believe it is a positive resource.

ADJOURNMENT

Motion was made by Todd Pickens and seconded by Susan Cranford to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 7:44 p.m.

ASAB Chair

ATTEST:

Chris Marren, ASAB member



Wylie City Council

AGENDA REPORT

Department: Animal Services

Account Code: _____

Prepared By: Chris Marren

Subject

2026 second-quarter statistical information for shelter operations.

Recommendation

Consider and place on file the 2026 second-quarter statistical information for shelter operations.

Discussion

The quarterly statistical information report consists of three data groups within the specified reportable timeframe: impounded animals, disposition method of animals, and euthanasia reasons. Four columns within data groups reflect three species: dogs, cats, and others. The fourth column, the total, includes the sum of all species. The TNR program report reflects services performed by WAS through caretaker requests during the specified quarterly report timeframe. The provided TNR district map depicts all animals WAS serviced through caretaker requests during this program's inception in September 2022. District numbers are adjusted quarterly to reflect feral felines completing the TNR program vetting requirements through WAS and returned to the caretaker, as well as reports from caretakers of deceased feral felines who have completed the TNR program through WAS. Also, for reference, is last year's corresponding quarterly report.

Animal Shelter Advisory Board Report

April thru June 2026

	Dogs	Cats	Others	Total
Impounds	103	146	114	363
Owner Surrender	13	11	2	26
Stray	62	66	67	195
Quarantine	10	0	0	10
Safe Keeping	4	1	0	5
DOA	12	28	34	74
Trapped by resident	2	37	11	50
Born at Shelter	0	3	0	3

Dispositions	Dogs	Cats	Others	Total
Return to Owner	53	5	0	58
Adopted	28	32	2	62
Rescued	4	5	41	50
Euthanized	4	29	21	54
Released	0	18	15	33
Other	0	4	1	5

Euthanasia Reason

Behavioral	3	0	0	3
Medical	1	29	21	51
Policy- H.R.R.C	0	0	0	0
Wild Animal	0	0	0	0

Euthanasia for dogs 3.85%

Euthanasia for cats 24.58%

Euthanasia for dogs & cats total 14.86%

Dogs at facility at end of report: 15

Dogs at facility at beginning of report: 13

Cats at facility at end of report: 25

Cats at facility at beginning of report: 0

Euthanasia Rate for Facility April 1, 2026 thru June 30, 2026: 14.86%

Euthanasia Rate for Facility January 1, 2026 thru June 30, 2026: 11.96%

Animal Shelter Advisory Board Report TNR

April thru June 2026

Impounds

Trapped	37
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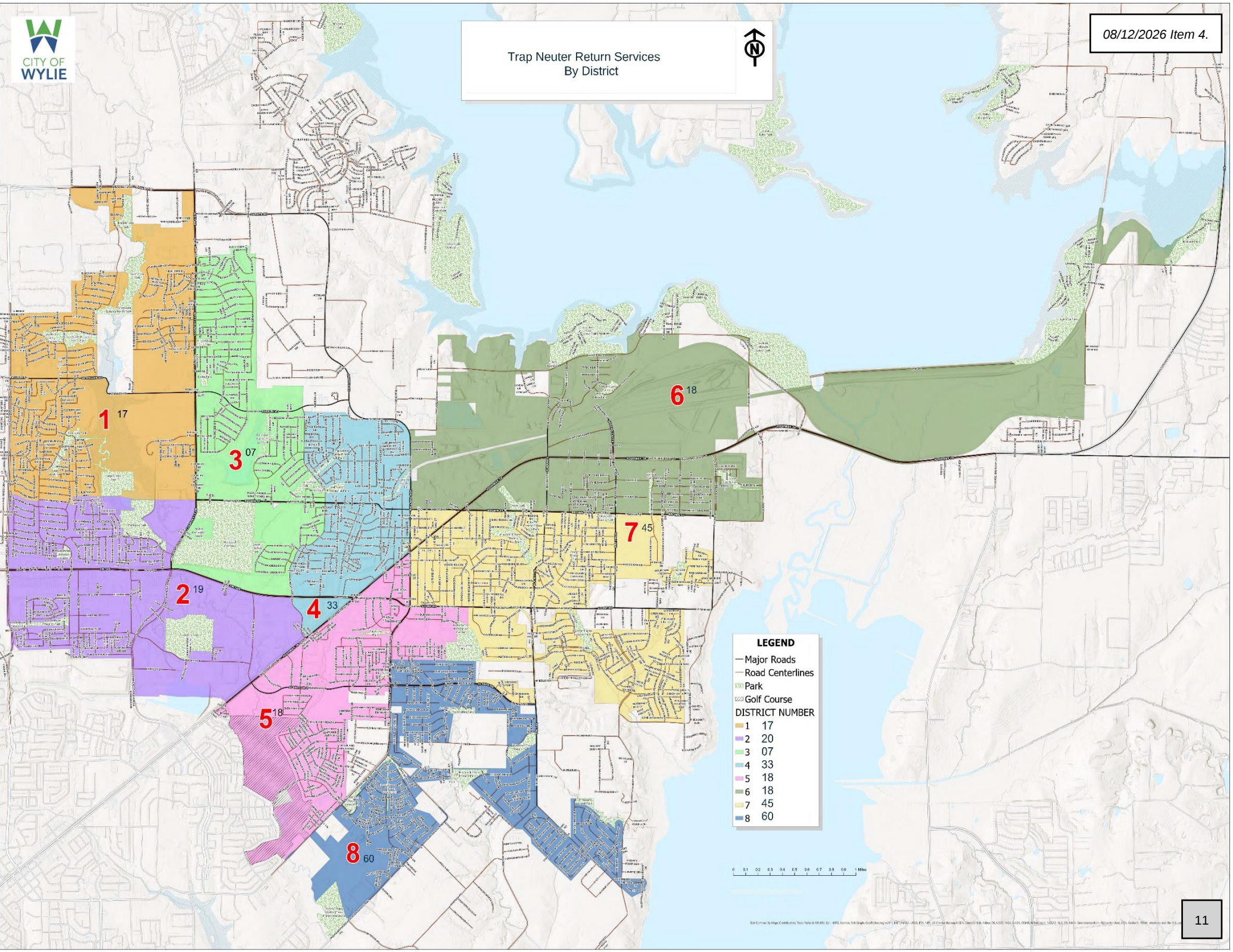
Dispositions

Adopted	5
Released	18
Euthanized	11
Other	0
Total	34

* 3 cats available for adoption
at the end of the report

Euthanasia Reason

Behavioral	0
Medical	11
Policy- H.R.R.C	0
Wild Animal	0
FeLV	0



Animal Shelter Advisory Board Report

April thru June 2025

	Dogs	Cats	Others	Total
Impounds	96	52	94	242
Owner Surrender	1	1	0	2
Stray	71	28	18	117
Quarantine	14	3	2	19
Safe Keeping	2	0	0	2
DOA	8	14	49	71
Trapped by resident	0	6	25	31
Born at Shelter	0	0	0	0

Dispositions	Dogs	Cats	Others	Total
Return to Owner	64	4	0	68
Adopted	19	25	0	44
Rescued	1	0	3	4
Euthanized	4	3	17	24
Other	0	4	25	29

Euthanasia Reason

Behavioral	2	0	0	2
Medical	1	3	15	19
Policy- H.R.R.C	1	0	2	3
Wild Animal	0	0	0	0

Euthanasia for dogs 4.12%

Euthanasia for cats 7.32%

Euthanasia for dogs & cats total 5.07%

Dogs at facility at end of report: 9

Dogs at facility at beginning of report: 9

Cats at facility at end of report: 5

Cats at facility at beginning of report: 3

Euthanasia Rate for Facility April 1, 2025 thru June 30, 2025: 5.07%

Euthanasia Rate for Facility January 1, 2025 thru June 30, 2025: 8.22%

Animal Shelter Advisory Board Report TNR

April thru June 2025

Impounds

Trapped	29
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Dispositions

Euthanized	14
Released	9
Other	6
Total	29

* Adopted

Euthanasia Reason

Behavioral	0
Medical	12
Policy- H.R.R.C	2
Wild Animal	0
FeLV	0



Wylie City Council

AGENDA REPORT

Department: Animal Services

Account Code: _____

Prepared By: Chris Marren

Subject

An Interlocal Cooperation Agreement with the Collin County Community College.

Recommendation

Consider and act upon an Interlocal Cooperation Agreement with the Collin County Community College.

Discussion

The Interlocal Cooperation Agreement with the Collin County Community College (CCCC) establishes a partnership between Wylie Animal Services and Collin County Community College. All activities will be conducted in accordance with the Collin College Animal Care and Use Protocols and Wylie Animal Services Standard Operating Procedures to ensure the health, safety, and welfare of participating animals.

STATE OF TEXAS	§	
	§	Interlocal Cooperation Agreement
	§	For Wylie Animal Shelter Use
COUNTY OF COLLIN	§	

This Interlocal Cooperation Agreement ("Agreement") is made by and among the CITY OF WYLIE, TEXAS, (collectively hereinafter referred to as "City"), and the Collin County Community College District, a Texas public junior college established under Chapter 130 of the Texas Education Code, (hereinafter referred to as "Collin College") acting by and through their duly authorized representatives (the City and Collin College collectively referred to as "the Parties" or individually as "Party").

Recitals

WHEREAS, the City and Collin College are political subdivisions within the State of Texas, each of which engages in the provision of governmental services for the benefit of their citizens; and

WHEREAS, the Interlocal Cooperation Act under Chapter 791 of the Texas Government Code (the "Act") provides authority for local governments of the State of Texas to enter into Interlocal agreements with each other regarding governmental functions and services as set forth in the Act; and

WHEREAS, the City owns, operates, and maintains the Wylie Animal Shelter (hereinafter referred to as "Shelter" or "Facility") for the purpose of serving Wylie's pets and wildlife through adoption, rehabilitation, pet registration, animal surrender and education; and

WHEREAS, Collin College wishes to use designated areas of the Shelter for conducting the Veterinary Technology Programs of Collin College; and

WHEREAS, the use of the Shelter in the provision of governmental services promotes efficiency and effectiveness of local governments, and provides real life educational experiences for Collin College students; and

WHEREAS, any payments that the Parties are required to make hereunder, if any, shall be made from current, available revenue;

NOW, THEREFORE, the City and Collin College, for and in consideration of the and terms and conditions contained herein and other valuable consideration the receipt and sufficiency of which are hereby acknowledged the Parties agree as follows:

I. TERM, TERMINATION, PURPOSE

This Agreement shall become effective upon the last signature by the authorized officials from each Party and will remain in effect for one (1) year unless sooner terminated by a Party. Thereafter the term of this Agreement shall automatically be renewed for successive terms of one (1) year periods each (each a "Renewal Term"), unless sooner terminated by any Party by providing to the other Party written notice of termination at least 30 days before the end of the then current term. For purposes of this Agreement "term" shall mean the Initial Term and any Renewal Term. Either Party may terminate this Agreement for any reason, or no reason, by giving the other Party thirty

(30) days written notice.

The purpose of this Agreement is to set forth the terms and conditions for the use of the Shelter by Collin College to provide instruction to students enrolled at Collin College for Veterinary Technology Programs.

II. OBLIGATIONS OF COLLIN COLLEGE

Section 2.01 Collin College shall use the Shelter for curriculum and instruction. Collin College will have sole oversight and control of the curriculum, staffing, and instructional materials for the college courses offered at the Facility.

Section 2.02 Equipment Utilization – Collin College will supply any equipment needed for the program. Such equipment will be made available to teachers and students. Each student receiving instruction at the Facility may not use any City equipment, computer, fax, or telephone equipment, except that the City's telephone may be used in the event of an emergency.

Section 2.03 Standards of Conduct – Collin College shall be responsible for resolving standards of conduct violations by students admitted to Collin College or persons employed by Collin College at the Facility. Each student receiving instruction at the Facility shall be required to comply with Facility policies.

Section 2.04 Collin College shall ensure, if applicable, that each student receiving instruction at the Facility provides a liability release form, in a form provided by City, prior to being permitted to access the Facility.

Section 2.05 Collin College shall during the term of this Agreement obtain and maintain in full force and effect, at its expense, the following policies of insurance and coverage:

(a) Commercial General Liability Policy. Commercial General Liability Policy covering bodily injury, death and property damage, including the property of the City, its officers, contractors, agents and employees (collectively referred to as the "City") insuring against claims, demands or actions relating to Collin College use of the Facility pursuant to this Agreement with minimum limits of not less than One Million Dollars (\$1,000,000) combined single limit, and One Million Dollars (\$1,000,000) aggregate.

(b) Workers' Compensation/Employer's Liability Insurance Policy. Workers' Compensation/Employer's liability insurance policy in full accordance with the statutory requirements of the State of Texas and shall include bodily injury and occupational illness and disease coverage with minimum Employer's Liability limits of not less than \$1,000,000/\$1,000,000/\$1,000,000.

(c) Automobile Liability Insurance Policy. Automobile liability insurance policy covering all operations of the Collin College pursuant to this Agreement involving the use of motor vehicles, including all owned, non-owned and hired vehicles with minimum limits of not less than One Million Dollars (\$1,000,000) combined single limit for bodily injury, death and property damage liability.

(d) Cancellation and Modification. Collin College shall provide at least thirty (30) days prior written notice to the City of any cancellation, non-renewal and/or material changes to any of the policies of insurance.

(e) **Certificates of Insurance.** Certificates of Insurance and policy endorsements in a form satisfactory to City shall be delivered to City prior to the commencement of the use of the Facility under this Agreement.

(f) **Carriers.** All policies of insurance required to be obtained by Collin College pursuant to this Agreement shall be maintained with insurance carriers that are reasonably satisfactory to City and lawfully authorized to issue insurance in the state of Texas for the types and amounts of insurance required herein. All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least "A - VII or better" by AM Best or other equivalent rating service.

III. OBLIGATIONS OF CITY

Section 3.01 The City will allow Collin College program staff and students access at no charge to the treatment areas, kennel areas, and parking areas, of the Facility.

Section 3.02 The City will work with Collin College to permit preliminary setup for events after 8 a.m. on days specified and mutually agreed upon for labs and activities.

Section 3.03 The City will be responsible for ensuring that the Facility is following all local, state, and federal statutes, regulations, and codes including, but not limited to applicable building codes (structural, electrical, plumbing, HVAC, and life safety).

Article IV. CONTROL OF THE EVENT

Section 4.01 Other than as outlined in this Agreement, Collin College shall control and direct the planning, execution, and decision-making regarding the Veterinary Technology Programs. The Parties agree that nothing in the Agreement makes any employee of Collin College an employee of the City, nor makes any employee of the City an employee of Collin College. Only employees and students of Collin College providing services related to this Agreement shall be subject to Collin College's policies and procedures. Employees of the City shall not be subject to Collin College's policies and procedures.

Article V. LIABILITIES AND IMMUNITY

Section 5.01 It is understood that no Party to this Agreement is the agent of any other Party, and no Party is liable for the wrongful acts, omissions, or negligence of other parties. Without waiving any immunity, right, protection, or defense to which a Party may be entitled, each Party shall only be responsible for claims of damages, costs, and expenses to a person or property arising from or caused by negligent acts or omissions of its own officials, employees, agents and representatives in performance of this Agreement, but only to the extent the Party would otherwise be liable under Texas or Federal law.

Section 5.02 In the event of joint or concurrent negligence of the Parties in performance of this Agreement, responsibility, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any immunity, right, protection, or defense to which a Party may be entitled. The provisions of this Article are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

Section 5.03 It is expressly understood and agreed that in execution of this Agreement, no Party has waived or shall be deemed to have waived any immunity, right, protection, or defense available to it against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the Parties do not create any obligations, express or implied, other than those set forth herein, and this Agreement shall not create any obligations or rights for any third parties not signatories hereto.

Article VI. SIGNATURE AND MODIFICATION

This Agreement may only be modified by written consent of authorized officials from the City and Collin College.

This Agreement shall become effective upon signature by the authorized officials from each Party and will remain in effect until modified or terminated by consent of all Parties.

Article VII. CHOICE OF LAW / VENUE

This Agreement shall be construed in accordance with the laws of the State of Texas and shall be performable in Collin County, Texas. Venue for any action related to this Agreement shall lie in the applicable state or federal courts in and for Collin County, Texas.

Article VIII. AUTHORITY

The individuals executing this Agreement on behalf of the respective Parties below represent to each other and to others that all appropriate and necessary action has been taken to authorize the individual who is executing this Agreement to do so for and on behalf of the Party for which his/her signature appears, that there are no other Parties or entities required to execute this Agreement in order for the same to be an authorized and binding agreement on the Party for whom the individual is signing this Agreement and that each individual affixing his or her signature hereto is authorized to do so, and such authorization is valid and effective on the date hereof.

Article IX. ASSIGNMENT

This Agreement may not be assigned by any Party without the prior written consent of the other Party. No assignment, delegation of duties, or subcontract under this Agreement shall be effective without the prior, written, unanimous consent of the Parties.

Article X. ENTIRE AGREEMENT

This Agreement represents the entire agreement between the City and Collin College, and supersedes all prior negotiations, representations and/or agreements, either written or oral. The Parties may amend this Agreement only by written instrument signed by Collin College and the City.

Article XI. LEGAL CONSTRUCTION

In the event that one or more provisions in this Agreement is held to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability, shall not affect any

other provision in this Agreement, and the Agreement shall be construed as such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

Article XII. RIGHTS OF THIRD PARTIES

Nothing in this Agreement shall be construed to create any rights in or for the benefit of any third parties.

Article XIII. FORCE MAJEURE

In the event that any Party shall be prevented from performing any obligation under this Agreement by an act of God, war, civil commotion, strike, fire, flood, disaster, emergency, or other event beyond the control of the Party, then such Party shall be excused from performance of the obligation during the period of Force Majeure.

Article XIV. NOTICES

Any notice required or permitted to be delivered hereunder shall be deemed received three (3) days thereafter sent by United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the Party at the address set forth below or on the day actually received when sent by courier, e-mail, or otherwise hand delivered.

If intended for Collin College, to:

If intended for City, to:

Catherine Pfent
Collin County Community College District
391 Country Club Road
Wylie Texas 75098

WITH COPY TO:
Collin County Community College District
ATTN: Contract Administrator
3452 Spur 399
McKinney, TX 75069
Email: contractadministrator@collin.edu

WITH COPY TO:

Article XIII. SEVERABILITY

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement by giving the other Party written notice.

Article XV. INTERPRETATION OF AGREEMENT

This is a negotiated document. Should any part of this Agreement be in dispute, the Parties agree that the Agreement shall not be construed more favorably for any Party.

Article XVI. REMEDIES

No right or remedy granted herein or reserved to the Parties is exclusive of any right or remedy granted by law or equity but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without the express written consent of the Parties. It is further agreed that one (1) or more instances of forbearance by any Party in the exercise of its respective rights under this Agreement shall in no way constitute a waiver thereof.

Article XVII. SUCCESSORS AND ASSIGNS

The terms and conditions of this Agreement are binding upon the successors and assigns of the Parties.

Article XVIII COUNTERPARTS

This Agreement may be executed in counterparts. Each of the counterparts shall be deemed an original instrument, but all of the counterparts shall constitute one and the same instrument.

EXECUTED on the dates indicated below:

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

BY: _____
Melissa Irby
Chief Financial Officer

CITY OF WYLIE, TEXAS

BY: _____

Standard Operating Procedures

Collin College Student Procedures, Skills, and Animal Use

Purpose

This Standard Operating Procedure (SOP) establishes the requirements to ensure that students participating in clinical skills do so in a humane, controlled, and compliant manner, in accordance with the established limits on animal use as provided in the Collin College Animal Care and Use Protocol for canines and felines.

Responsibilities

1. Collin College

- Provide written protocols outlining skill limits per animal.
- Provide a list of skills being practiced on each animal.
- The instructor directly supervised all approved procedures.
- Track and document each skill performed on each animal.
- Ensure students do not exceed approved limits.
- Immediately stop any procedure that may compromise animal welfare.
- Report all bites, scratches, injuries, or incidents to Animal Services staff.

2. Students

- Follow all Wylie Animal Services and Collin College rules and procedures.
- Perform only approved procedures.
- Immediately report any concerns or complaints to their instructor.
- Report all bites, scratches, injuries, or incidents to Animal Services staff.

3. Shelter Staff

- Verify that all procedures comply with established limits.
- Obtain a copy of the document tracking each skill performed on each animal, and add the documentation to the animal shelter software.
- Intervene if animal welfare concerns arise.

Procedure

1. Pre-Approval of Activities

- The Animal Services staff shall review and approve all skills or procedures prior to the students practicing on the animals.
- A list of skills and the maximum allowable time the skill can be performed per animal must be provided in writing to the Animal Services staff.

2. Animal Selection

- Only animals deemed appropriate by the Animal Services staff may be selected for the subject procedure.

- Animal Services staff may deny any animals that are medically compromised, behaviorally stressed, or otherwise unsuitable.

3. Skill Limits Enforcement

- Each approved skill shall be performed only within the limits established in the current Collin County College Animal Care and Use Protocols and approved by Animal Services.
- The approved repetition limit applies to the animal as a whole and is cumulative across all participating students. For example, if a skill is limited to ten repetitions, a total of ten repetitions may be performed on that animal regardless of how many students participate.
- No more than two different skill types may be performed on an individual animal.
- Once the approved repetition limit for a skill has been reached, no additional repetitions of that skill shall be performed on that animal.
- Once two approved skill types have reached their established limits, no additional procedures shall be performed on that animal.
- All procedures shall be documented and tracked for each animal.

4. Documentation

- Each procedure must be documented, including:
 - Date
 - Student
 - Instructor
 - Skill performed
 - Number of repetitions performed
 - Total cumulative repetitions per animal
 - Animal identification
- The instructor shall verify and sign off on all documentation.
- Records shall be maintained and made available to Animal Services staff.

5. Animal Welfare Monitoring

- All animals shall be monitored for signs of stress, pain, or fatigue. Any animal showing adverse effects shall be removed from participation in any further procedures or skills.
- Animals may be removed from participation at any time at the discretion of Animal Services staff.

6. Supervision Requirements

- A qualified instructor shall be present during all procedures.
- Animal Services retains the authority to halt or deny any activity at any time.

7. Prohibited Actions

- Exceeding the approved skill limits.
- Exceeding the maximum number of different skills performed on each animal.
- Performing procedures without supervision.

- Performing procedures not approved by Animal Services.
- Continuing procedures on animals showing distress.

8. Enforcement

Failure to comply with this SOP may result in:

- Suspension of the program.
- Removal of an animal from participation.
- Termination of the agreement with Collin College

9. Review

This procedure shall be reviewed and updated as needed to ensure continued compliance with best practices and animal welfare standards.