



THE UNIVERSITY OF TOLEDO

SUBJECT: Guideline on Satellite Animal Facilities Operating Procedures

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Guideline on Satellite Animal Facilities Operating Procedures

The definition of a Satellite Animal Facility is a non-Division of Laboratory Animal Resources (DLAR) animal facility in which animals are housed on a long-term basis (more than 12-hours for USDA species, more than 24 hours for non-USDA species) and are cared for by the principal investigator's laboratory personnel. Federal regulations and the *Guide for the Care and Use of Laboratory Animals* (the *Guide*) state that the authority and oversight of these facilities lies within the institution through the Institutional Animal Care and Use Committee (IACUC). All satellite facilities must meet the requirements of the Animal Welfare Regulations, PHS Policy, as well as the *Guide* and must be approved by the IACUC. There must be compelling scientific justification as to why other approved facilities could not support the work. Cost and convenience cannot be the primary reasons. The IACUC may withhold or withdraw approval for a satellite facility if the quality of the animal care, equipment, or physical plant is determined to be unsuitable.

General

- One Principal Investigator must be designated as the 'responsible party' for the entire area and the main contact for facility-related issues. This PI must be trained and experienced in the proper care, handling, and use of the species being maintained and/or studied.
- It is the responsibility of the PI to ensure that all federal, *Guide*, and institutional requirements are implemented consistently. All personnel working in the facility must receive proper training on animal care by the PI and/or DLAR, and the training must be documented. Personnel must be enrolled in the occupational health program per IACUC guidelines.
- Animal care must be provided daily, seven (7) days a week, including weekends and holidays.
- These areas must have appropriate management procedures in place. All satellite facilities must either (1) follow DLAR's SOPs, as written, or (2) maintain a library of SOPs to describe the areas husbandry practices. These SOPs must be approved by DLAR and the IACUC Office.
- Satellite facilities must be included in DLAR's Emergency Preparedness Plan or have a separate plan which is reviewed and approved annually by the IACUC and DLAR.

Standardization of Processes

- The facility must meet the minimum standards for physical plant as set forth in the *Guide*.
- The area where animals are housed must be dedicated and separated from all other laboratory activities. If animal procedures are also performed in this area, procedures should be performed in a designated animal procedure space separate from the housing area.
- The facility must be secured at all times and personnel access to the area should be limited to IACUC protocol personnel.
- The facility must be accessible to the IACUC and DLAR. The PI must provide the Attending Veterinarian a method to access the facility (e.g. keys). The exception to this is the ABSL-3 area, where stringent access requirements are enforced. Alternative oversight and veterinary care processes will be implemented in this case.
- The PI must maintain daily documentation of husbandry activities and environmental (room) conditions. Documentation should include date, signature/initials of caretaker, and a description of all completed tasks (daily observation, feed, water, cage change, etc.). Environmental conditions for rooms must include minimum and maximum temperature, and percent humidity.
- All required safety signage (EH&RS), IACUC signage, DLAR signage, and after-hours emergency contact information for the PI and at least one back-up contact must be present in the facility.
- All animals/cages must be properly identified with the current IACUC protocol number.
- Reporting sick animals must comply with DLAR standard operating procedures. Sick animals are to be reported to DLAR veterinary staff promptly.
- Facility problems (low/high temperatures, humidity, etc.) must be conveyed immediately to UT Facilities and reported to the IACUC and DLAR promptly.
- All caging and materials (i.e., food, water, bedding, enrichment) need to be approved by DLAR. Stored materials must be kept in sealed, vermin-proof containers (preferable outside of the animal holding room). The milling date or date of expiration must be clearly indicated on all animal feed. The facility must be kept uncluttered and easily sanitized. No cardboard or unsealed wood may be used.
- The use of hazards in the facility must be compliant with all UT policies and other applicable rules and regulations. The PI is responsible for posting the appropriate notifications of any hazards present and assuring that all personnel are properly trained.

Oversight

- The IACUC will inspect satellite facilities at least semi-annually.
- The IACUC Office will conduct post-approval monitoring annually, or more frequently as necessary.
- DLAR will conduct oversight visits.
 - DLAR veterinary staff will conduct routine rounds as well as urgent health care visits.
 - DLAR management will conduct husbandry and operational oversight visits monthly or more often as needed.

References

1. *Guide for the Care and Use of Laboratory Animals*, 8th Edition. 2011. National Research Council Committee for the Update of the Guide for the Care and Use of Laboratory Animals. Washington (DC): National Academies Press (US).