

University of Colorado Boulder
Office of Research Integrity
Institutional Animal Care and Use Committee
SOP #18
Satellite Facilities

PURPOSE

A facility where vertebrate animal species are housed for more than 24 hours or 12 hours for USDA-covered species must be reviewed and approved by the IACUC as a satellite facility if it is not part of the centrally managed animal facilities. A Principal Investigator (PI) must submit a satellite facility application for IACUC approval and the satellite must be inspected by the IACUC before animals can be housed in a satellite facility.

SATELLITE FACILITY REQUIREMENTS

1. The facility must have appropriate physical plant standards in accordance with the *Guide for the Care and Use of Laboratory Animals 8th Edition* as determined by the Attending Veterinarian and the IACUC. Physical plant standards include appropriate HVAC for the species, and an appropriate light/dark cycle.
2. The satellite facility must be secure, limiting access to those properly trained.
3. Animals must have appropriate food, bedding, and enrichment.
4. Have designated individuals and back-up personnel to conduct daily animal health checks.
5. PIs must have a standard operating procedure and schedule for cleaning cages and equipment.
A log must be kept with the following:
 - a. Daily maximum and minimum temperatures.
 - b. Record of daily checks on all animals including weekends and holidays.
 - c. Cages changes and cleanings.
6. The veterinarian must be contacted in case of an injury or illness to an animal.
7. All satellites must have a facility-specific emergency plan with trained personnel to carry out the plan.
8. The following must be posted in the facility:
 - a. Reporting animal welfare concerns
 - b. Work related injury procedures
 - c. Veterinarian on-call schedule
 - d. Emergency plans -- the general animal program emergency plan along with the satellite facility plan developed at the time of applying for a satellite facility.
 - e. Special care form, if applicable

TRAINING REQUIREMENTS FOR PERSONNEL

All personnel caring for the animals and working in the satellite must be properly trained in the care of the animals, reporting animal welfare concerns, and procedures in case of an emergency or an injury to an animal or person. All satellite facility personnel must be enrolled in CU Boulder's occupational health and safety program, and go through a risk assessment prior to beginning work. Required training to work in a satellite facility is similar as in any vivarium space:

- a. Take IACUC Training including occupational health training
- b. Enroll in the occupational health and safety program for evaluation
- c. Provide documentation of training on lab-specific procedures to the IACUC
- d. Receive in-person training from your lab, and update your training documentation as necessary.
- e. Receive training on the emergency plan. This includes those individuals responsible for carrying out the emergency plan.

SATELLITE SECURITY AND KEY INVENTORY REQUIREMENTS

Satellite facilities which rely on physical keys for security shall maintain a key inventory to ensure that researchers who leave laboratories with satellite facilities leave their keys that allow access to animals behind.

- a. All keys that grant access to satellite facilities will be listed in the key inventory, along with who is assigned each key. Keys not in use will be kept in a secure location and any new keys for a satellite facility must be added to the key inventory.
- b. Laboratories with satellite facilities must complete a key inventory every six months, preferably in February and August prior to the IACUC facility inspections. The IACUC will examine the key inventory of satellites at every inspection to ensure that all keys for a satellite facility are accounted for.
- c. If a key to a satellite housing facility is lost or an individual fails to return a key when they leave the laboratory or University, that incident must be reported to the IACUC and the laboratory is responsible for re-keying that satellite housing facility.

REFERENCES

According to Principle VII of the *U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training*, "The living conditions of animals should be appropriate for their species and contribute to their health and comfort. Normally, the housing, feeding, and care of all animals used for biomedical purposes must be directed by a veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied. In any case, veterinary care shall be provided as indicated."

The Public Health Service Policy (IV, C, 1, d) states, "The living conditions of animals will be appropriate for their species and contribute to their health and comfort. The housing, feeding, and nonmedical care of the animals will be directed by a veterinarian or other scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied."

The *Guide for the Care and Use of Laboratory Animals* recommends on page 52 that "Housing should provide for the animals' health and well-being while being consistent with the intended objectives of animal use." (NRC January 2011, Eighth Edition).