

University of Colorado at Boulder, Office of Research Integrity Institutional Animal Care and Use Committee

SOP #18

Title: Satellite facilities

Facilities, where any vertebrate animal species [1] is housed for more than 24 hours [2] or 12 hours [3] for USDA-covered species [4], must be reviewed and approved by the IACUC as a satellite facility if it is not part of the centrally managed animal facilities. Investigators must complete a satellite facility application and have it reviewed and approved by the IACUC before animals can be housed in a satellite facility.

Application procedure for designating a facility as a satellite

In addition to adding the satellite facility location and the specific use of that location to your protocol through an addendum or protocol submission, researchers must complete a satellite application form and have it reviewed and approved by the IACUC prior to starting work in that facility. It is highly recommended to submit the application well in advance of the planned start date rather than waiting until submitting a protocol or addendum that will include the satellite facility. This will prevent delays in protocol approval.

Requirements for a satellite facility

1. The facility must have appropriate physical plant standards in accordance with the *Guide for the Care and Use of Laboratory Animals* as determined by the Attending Veterinarian and the IACUC. This will be determined at the initial inspection and during the review of the satellite application by the IACUC. Physical plant standards include appropriate HVAC for the species, and an appropriate light/dark cycle.
2. Animals must have appropriate food, bedding, and enrichment.
3. Principal investigators must have a standard operating procedure and schedule for cleaning cages and equipment.
4. The satellite facility must be secure, limiting access to those properly trained.
5. A log of daily animal checks, cage changes and cleaning must be kept.
 - a. Maximum and minimum temperature must be logged/recorded daily.
 - b. All animals must be checked at least once every day, including weekends and holidays.
 - c. Have back-up personnel for animal checks.
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 (see training requirements below).
8. The following must be posted in the facility:
 - a. Reporting animal welfare concerns
 - b. Work related injury procedure
 - c. Veterinarian on-call schedule
 - d. Emergency plan (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, how to report animal welfare concerns, and what to do in case of an emergency or an injury to an animal or person. All personnel working in the satellite facility must be enrolled in CU Boulder's occupational health and safety program, and go through a risk assessment prior to beginning work, just like in all other main vivarium locations. A summary of required training to work in a satellite facility is the same 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. Personnel working in the satellite facility must be trained on the emergency plan. This includes those individuals responsible for carrying out the emergency plan.

Endnotes

¹ PHS Policy III. Definitions, A. Animal: “Any live, vertebrate animal used or intended for use in research, research training, experimentation, or biological testing or for related purposes.”

² The Public Health Service Policy, III, B. Animal Facility, “Any and all buildings, rooms, areas, enclosures, or vehicles, including satellite facilities, used for animal confinement, transport, maintenance, breeding, or experiments inclusive of surgical manipulation. A satellite facility is any containment outside of a core facility or centrally designated or managed area in which animals are housed for more than 24 hours.”

³ According to the Animal Welfare Regulations 9CFR 1, Chapter 1.1, Definitions “*Study area* means any building room, area, enclosure, or other containment outside of a core facility or centrally designated or managed area in which animals are housed for more than 12 hours.”

⁴ Animal Welfare Regulations 9CFR 1, Chapter 1.1, Definition: “*Animal* means any live or dead dog, cat, nonhuman primate, guinea pig, hamster, rabbit, or any other warmblooded animal, which is being used, or is intended for use for research, teaching, testing, experimentation, or exhibition purposes, or as a pet. This term excludes birds, rats of the genus *Rattus*, and mice of the genus *Mus*, bred for use in research; horses not used for research purposes; and other farm animals, such as, but not limited to, livestock or poultry used or intended for use as food or fiber, or livestock or poultry used or intended for use for improving animal nutrition, breeding, management, or production efficiency, or for improving the quality of food or fiber. With respect to a dog, the term means all dogs, including those used for hunting, security, or breeding purposes.”

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).