



GUIDELINES FOR SATELLITE ANIMAL FACILITIES

The definition of a Satellite Animal Facility is a non-Division of Laboratory Animal Medicine (DLAM) animal facility in which animals are housed for greater than 12 hours. The facility is maintained by the investigator. Federal regulations state that the authority and oversight of these facilities lies with the institution through the Institutional Animal Care and Use Committee (IACUC).

Approval of an Animal Care Application (ACAP) and approval of a Satellite Animal Facility are two separate issues. Approval of an application with a Satellite Animal Facility request does not indicate automatic IACUC approval of the proposed Satellite Animal Facility. The IACUC policy attempts to centralize animal facilities as much as possible, with Satellite Animal Facilities being approved in rare instances. Approval will only occur where there is appropriate justification. In addition, IACUC approval of a proposed satellite facility will be granted only if the environment, housing, care and oversight meet the standards of the *Guide for the Care and Use of Laboratory Animals (Guide)*, federal law, and current institutional policies. The process of Satellite Animal Facility approval can take as long as six months.

The approval process requires that the investigator initially provide the IACUC with the justification for a proposed satellite facility. Justification may not be based on convenience. Rather, it must be based on factors such as the inability to house animals in a DLAM facility, the inability of DLAM to provide the desired space or scientific reasons. This justification must be reviewed at a convened meeting of the IACUC. If the IACUC approves the satellite facility justification, then the investigator can begin coordinating an initial inspection of the proposed site. IACUC, DLAM, and Environment Health and Safety (EHS) representatives must be included in the initial inspection. These representatives will help identify any potential problematic issues such as cluttered space, improper storage of equipment, re-circulating or inadequate air exchange, and the inability to control temperature, humidity, and light cycles. The investigator's written documentation indicating correction of previously identified issues will prompt IACUC, DLAM and EHS representatives to re-inspect the proposed site. The Principal Investigator (PI) requesting Satellite Animal Facility approval will receive written notification from the IACUC once approval has been granted.

It is the responsibility of the PI to ensure that all federal (as defined by the *Guide*) and institutional [as defined by Standard Operating Procedures (SOPs)] regulations are implemented. This covers the care and use of all animals, seven days a week including weekends and holidays. The PI is responsible for enrolling all personnel exposed to the animals in the University Employee Occupational Health Clinic Program. The PI must ensure that all personnel involved in animal handling are properly trained in animal care

and use. Veterinary and IACUC Compliance oversight will continue as if the animals were in a DLAM facility. Semi-annual IACUC Inspections are federally mandated of each Satellite Animal Facility. In addition, UNC-CH Compliance performs mid-term site visits. Failure to meet all required expectations will result in the loss of Satellite Animal Facility status.

The required steps for development of a Satellite Animal Facility at UNC-Chapel Hill are as follows:

1. Written justification for a Satellite Animal Facility approved at a fully convened IACUC meeting.
2. IACUC, DLAM, and EHS approval of the following:
 - a. Space assignment
 - b. Facility Plan
 - c. Operational Plan
 - d. HVAC systems
 - e. Facility construction/modification/renovation
3. Final Inspection—IACUC, DLAM, EHS
4. Two (2) Keys provided by PI
5. Occupancy

STANDARD OPERATING PROCEDURES (SOP) FOR SATELLITE ANIMAL FACILITIES

This SOP must be used by the PI to design their individual Satellite Animal Facility SOP. The individual Satellite Animal Facility SOP must address each topic in a detailed manner, must be approved by the IACUC, and must be posted clearly in the Satellite Animal Facility (as described in Section 5 below)

1. Physical Plant

The facility must meet the minimum standards as set forth by the *Guide for the Care and Use of Laboratory Animals*. The PI is responsible for meeting or exceeding these standards at all times. The space must be clearly designated as an area reserved for animal holding only. Should any experiments or procedures need to be performed in the designated space, an exception must be submitted for full committee review and approval.

2. IACUC and DLAM Regulatory Accessibility

The Satellite Animal Facility must be accessible to IACUC and DLAM representatives at all times. The Satellite Animal Facility PI must provide a minimum of two (2) keys or the entry codes to facilitate IACUC and DLAM access to the facility.

3. Security

The PI is responsible for maintaining and ensuring that the Satellite Animal Facility animal holding area is secured at all times.

4. Biosecurity

Animal entry or departure from the Satellite Animal Facility must be in accordance with IACUC and DLAM standard policies. If the PI wishes to return any animals to the DLAM animal facilities, the PI must first make arrangements with DLAM and must have a detailed description of how transmission of pathogens from the lab to the animal facility will be avoided in the individual Satellite Animal Facility SOP. The SOP must receive approval from the DLAM facility supervisor prior to animal movement.

5. Standard Operating Procedures are Posted

The PI is responsible for creating Standard Operating Procedures (SOP's) that are based on the requirements of the *Guide for the Care and Use of Laboratory Animals* and approved by the IACUC. These SOP's must be present in the Satellite Animal Facility and all personnel providing care for the animals must be trained in the SOP's.

6. Animal/Room Daily Check List is Posted and Completed Daily

Each day that an animal is held in the Satellite Animal Facility, an Animal/Room Daily Check List must be posted and completed. Records must be retained for three years and must be available for inspection by the IACUC, federal regulatory agencies and Association for the Assessment and Accreditation for Laboratory Animal Care (AAALAC) International site visitors.

7. Animal Identification

All animals must be identified by a current IACUC approved protocol (eg: with DLAM bar-coded animal identification cage cards or individual acceptable method), along with any physical markings/identifications, and the date the animal was brought to the lab.

8. Training

It is the responsibility of the PI to ensure that everyone providing care for animals in the Satellite Animal Facility is adequately trained by the PI, Laboratory Animal Coordinator (LAC), Office of Animal Care and Use (OACU) personnel, or DLAM.

9. Occupational Health

The PI is responsible for complying with all UNC-Chapel Hill Occupational Health requirements stipulated by the University Employee Occupational Health Clinic (UEOHC). This includes enrolling in the UEOHC program all persons who come in contact with animals housed in the Satellite Animal Facility.

10. Husbandry Equipment and Supplies

All caging and materials such as food, water, bedding, enrichment device(s), cage cards and cleaning materials necessary for proper husbandry and care need to be approved by IACUC, and provided by the PI. Storage should be limited to items necessary for housing the animals and all cardboard should be removed. Stored materials should be kept in sealed plastic containers. The milling date or date of expiration should be clearly indicated on stored food.

An agreement must be made with the DLAM facility supervisor on handling of caging materials borrowed from a DLAM facility.

11. Sanitation

The PI is responsible for complying with species-specific sanitation requirements as per DLAM SOP's. The housing area must be easily cleaned and sanitized. Cages must be clean when brought to the laboratory space.

12. Health Reporting

All animals must be checked daily (including weekends and holidays) by the PI or specified designee. All animal health concerns must be reported to the DLAM veterinary group.

13. Veterinary Care

All veterinary care for animals in the Satellite Animal Facility must be provided through the DLAM veterinary group. Care will be provided according to standard DLAM SOP's and policies, and assessed on an individual basis.

14. After Hours (Emergencies, Weekends and Holidays)

The PI is responsible for maintaining and posting an accurate emergency contact information sheet in the Satellite Animal Facility. The posting must include the Principal Investigator, Laboratory Animal Coordinator, and the campus veterinary contact information (surgery lab 966-2906, vet on call 216-1235, DLAM Administrative Contact 966-3111). The PI or his/her designee must be contactable at all times to respond to emergencies.

15. Required Documentation

Current IACUC Animal Care Application (ACAP) ID #s, the Satellite Facility SOP, all required safety signage (EHS), Room/Animal Check List, and the "Weekend and After-Hours Contact List" must be present in the facility. It is permissible to maintain these documents within a notebook which is accessible to site visitors. The UNC-Chapel Hill notice "Reporting Concerns Regarding Animal Welfare" must be visibly posted within the housing facility.

16. Documentation and Record Keeping

The PI is responsible for complying with all applicable documentation and record-keeping requirements of the *Guide for the Care and Use of Laboratory Animals*.

17. Drug Storage

Drugs must be used prior to their expiration date and stored according to all applicable rules and regulations, including EHS requirements.

18. Hazards

The PI is responsible for complying with EHS and all other applicable rules and regulations regarding any physical, radiation, biological and chemical hazards. The PI is responsible for notifying all personnel (including IACUC) of any hazards present, and assuring that all personnel are aware of potential hazards, and properly trained to avoid any hazard present.

19. Exceptions

Any exceptions to this SOP must be presented in writing to, and be approved by, the IACUC. Exceptions must be clearly outlined in item 8.0 of the ACAP as well as in the individual Satellite Facility SOP. Copies of the approved exceptions must be maintained in the Satellite Animal Facility.

Required information to be submitted for each approved Satellite Housing Facility

Name of Satellite

Principal Investigator/ Laboratory coordinator:

Location (building, room):

Species housed:

Are animals housed continuously or intermittently
(if intermittently, please describe the typical length of housing and interval):

List all personnel that provide husbandry care:

Physical plant (please provide a brief description for each section)

Floor plan of the facility:

Total square footage of satellite facility:

Describe layout (i.e. one housing area, one anteroom, one cleaning area, and storage):

Describe the construction / materials of the floors, walls, ceilings, doors:

How are room temperature and humidity provided and monitored?

How is the light cycle controlled?

How is access to the facility restricted / secured?

Describe the following HVAC parameters (as measured by HVAC facilities services)

- 1) Source and circulation of air (i.e., recirculated, dedicated air flow)
- 2) Air changes per hour
- 3) Air pressure differential with respect to outer corridor:

If the satellite is a biocontainment area, please describe door security and HVAC system alarms and preventative measures to ensure safe operation of the facility:

Husbandry

Describe primary enclosures (cages or tanks/aquaria):

Bedding (cages):

Water source and treatment (aquaria):

Describe water quality monitoring for aquaria (what is monitored and frequency):

For cages, how are water and feed supplied:

Are animals checked daily?

Describe the type of feed:

Feed supplier:

How is feed stored?

What is the shelf life of the feed?

Frequency of cage / aquaria sanitization:

How are cages / aquaria sanitized?

How is the effectiveness of sanitation monitored?

Method and frequency of sanitation of floors, walls, ceilings:

How are animal waste and carcasses disposed?

Methods for pest monitoring:

How are DLAM veterinary staff notified of sick or injured animals?

Are records of husbandry procedures kept?