

Title: **Satellite Animal Facilities**

Effective Date: **October 16, 2018**

Revision # **00**

Standard Operation Procedure Number: **IACUC-RVW-035**

Last Committee Review: **October 16, 2018**

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## **Purpose and Scope**

The purpose of this Standard Operating Procedure (SOP) is to describe the approval process, management and follow-up procedures for all permanent animal housing facilities not part of the MSU core animal facilities but housing AAALAC-regulated animals. For purposes of this SOP, MSU's core regulated animal facilities include the College of Veterinary Medicine and the College of Arts and Sciences. This SOP does not apply to facilities that house animals not regulated by AAALAC.

## **Definition**

A Satellite Animal Facility is any area used for holding AAALAC regulated animals separate from the MSU AAALAC accredited animal housing facilities. This involves USDA covered animals that are housed for more than 12 hours, and all other regulated animals that are housed for more than 24 hours. Federal guidance states that:

*“Animals should be housed in facilities dedicated to or assigned for that purpose, not in laboratories merely for convenience. If animals must be maintained in a laboratory to satisfy the scientific aims of a protocol, that space should be appropriate to house and care for the animals and its use limited to the period during which it is required.” (Guide 2011)*

*The Animal Welfare Act Regulations defines study area (“satellite”) as “any building room, area, enclosure, or other containment outside of a [main] facility or centrally designated or managed area in which animals are housed for more than 12 hours.” (AWAR § 1.1 Definitions)*

## **Policy**

The authority and oversight of satellite animal facilities rests with the institution through the Institutional Animal Care and Use Committee (IACUC). It is the responsibility of the Principal Investigator (PI) to ensure that all applicable federal, state, and University regulations and guidelines for care and use of the animals are carried out, seven days a week, and 24 hours per day. It is also the PI's responsibility to ensure that all personnel having exposure to the animals while in the laboratory are included in the Occupational Health Program. It is the responsibility of the PI to assure that all laboratory personnel involved in handling animals are appropriately trained in animal care and use.

Satellite Animal Facilities must follow all applicable federal regulations, the *Guide for the Care and Use of Laboratory Animals*, the Animal Welfare Act when applicable to USDA regulated animals, the *Guide for the Care and Use of Agriculture Animals*, and all MSU policies, SOP's and guidelines.

## **Procedure**

### Application

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Prior to housing animals in a satellite facility, all animal facilities and satellite facilities connected with MSU must be approved by the IACUC.

The required steps for implementation of a Satellite Animal Facility at MSU are:

1. IACUC approval of scientific justification for a Satellite Animal Facility.
2. IACUC approval of:
  - a. Space assignment
  - b. Facility Plan
  - c. Animal Care/Husbandry Plan
3. Facility construction/modification/renovation if required
4. Final On-Site IACUC Inspection
5. Required documentation, as appropriate, should be available for review upon request:
  - a. HVAC validation,
  - b. availability of emergency power supply,
  - c. light control,
  - d. temperature/humidity control,
  - e. emergency plan,
  - f. SOPs, etc.
6. Keys/access provided by PI. The IACUC and ULAV Veterinary Staff must have access at all times.
7. Security. The PI is responsible for maintaining and ensuring that the facility is secured at all times. This includes restricted access and methods to prevent animal escape.

### Approval

Animals may not be housed in the satellite housing space until the written approval is received for the specific housing request. The IACUC subcommittee will make a recommendation after inspection, and then the full committee may decide to approve the site, may require additional modifications, or may disapprove the satellite housing facility. The PI will be notified promptly of any decision in writing.

### General Management

Required at all satellite facilities:

1. Satellite housing areas must be maintained as a main animal facility would be maintained.
  - a. Any deficiencies must be addressed by the PI, Department, or College prior to approval.
  - b. An approved satellite facility must continue to meet these criteria or will result in the loss of Satellite Animal Facility status.
  - c. Reasonable emergency and contingency plans must be developed in the event of unexpected circumstances that jeopardize animal welfare (e.g. failure of HVAC system to maintain appropriate environmental conditions, failure of containment with escape of animals, etc.).

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2. The satellite facility must be overseen by a scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied.
3. One PI must be designated the “responsible party” for the entire room, area, or facility.
  - a. This individual will be the main contact for all facility-related issues.
  - b. This individual will be responsible for notifying the IACUC and ULAV veterinary staff when animals will be housed at the facilities.
4. Veterinary Care
  - a. Reporting “sick animals” must be an ongoing and timely communication with the ULAV veterinary staff.
  - b. It is the responsibility of the PI to make arrangements for emergency veterinary care.
5. All rooms or areas must have appropriate daily and emergency management procedures in place.
6. All satellite facilities must:
  - a. Follow established MSU IACUC approved SOPs.
  - b. Create and follow SOPs for husbandry, feeding and care of animals.
  - c. All SOPs must be kept current.

Post Approval Requirements

Post Approval Monitoring (PAM) and semi-annual IACUC Inspections will be required of each permanent Satellite Animal Facility when animals are being housed. Video or photographic media may be used to satisfy inspection requirements at satellite facilities only when no animals are present. Failure to meet these responsibilities will result in the loss of Satellite Animal Facility status.

**Reviewed:**

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IACUC Chairperson

Date

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Research Compliance Director

Date