



The University of Georgia

Office of the Vice President for Research

UGA IACUC Policy for Satellite Animal Facilities and Principal Investigator-Provided Husbandry

Approved by the UGA IACUC

Effective January 17, 2013

Revised January 19, 2017

Federal laws and regulations provide guidance that defines a Satellite Animal Facility (SAF) as any area housing animals for greater than 12 hours outside of an IACUC-recognized central animal facility. Any SAF must be approved and inspected by the IACUC before housing animals. Husbandry in SAFs is generally provided by the Principal Investigator and their staff members.

Satellite Animal Facilities may be subject to periodic and/or unannounced inspections by the USDA, the UGA IACUC, and the NIH Office of Laboratory Animal Welfare (OLAW).

Convenience is not acceptable justification for housing animals outside a central animal facility.

Procedures:

1. Facility

The facility must meet the minimum standards as set forth by the NIH *Guide for the Care and Use of Laboratory Animals* or the FASS *Guide for the Care and Use of Agricultural Animals in Research and Teaching* as appropriate. The PI is responsible for meeting or exceeding these standards at all times.

2. Accessibility

The SAF must be accessible to the IACUC and Attending Veterinarian at all times and University Research Animal Resources (URAR) representatives as applicable.

3. Security

The PI is responsible for maintaining and ensuring that the SAF animal holding area is secured at all times. This includes physical security to prevent access of unauthorized individuals or escape of animals.

4. Biosecurity

Animal entry or departure from the SAF must be in accordance with IACUC policies and described in the approved Animal Use Protocol. If the PI wishes to return any animals to the central animal facilities, the PI must first make arrangements with URAR or management of other central animal facilities as applicable. Biosecurity also includes ensuring potential infectious agents do not enter or leave SAFs.

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

Each day that an animal is held in the SAF, a log of husbandry activities must be completed and posted in or near the area where the animals are held so that the records are easily accessed. Records must be retained for a minimum of 3 years from the completion of the project and available for inspection by the

IACUC, federal regulatory agencies, and the Association for the Assessment and Accreditation for Laboratory Animal Care (AAALAC) International site visitors.

6. Animal Identification

All animals must be identified with a cage card or other readily accessible means that provides the current IACUC-approved Animal Use Protocol number and the date the animal was brought to the lab.

7. Animal Care Providers

It is the responsibility of the PI to ensure that everyone providing care for animals in the Satellite Animal Facility is listed on the approved IACUC protocol to perform animal care.

8. 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 the IACUC if not provided by URAR. Storage in the SAF should be limited to items necessary for immediate care and maintenance of the animals. The milling date or date of expiration should be clearly indicated on any food stored food in the SAF.

9. Environment

Environments provided in SAF should closely comply with the performance criteria provided by the current editions of the *NIH Guide for the Care and Use of Laboratory Animals* and the *FASS Guide for the Care and Use of Agricultural Animals in Research and Teaching*.

In general:

- The room should have "single pass", non-recirculated air. Air should flow into the room, not out, with respect to hallways, public spaces, and other adjoining rooms.
- The room must be segregated by a closable door.
- There should be a sink for hand washing.
- If inhalation anesthetics are administered, anesthetic gas scavenging must be used.
- No food or drink for human consumption will be allowed near the animal procedure or housing area.
- Animal housing or procedure rooms must be uncluttered and clean, be sanitizable and able to withstand disinfectants or cleaning compounds.

10. Sanitation

The PI is responsible for complying with species-specific sanitation requirements as per URAR Standard Operating Procedures or guidance of the NIH or FASS *Guides* as applicable.

11. 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 Attending Veterinarian or URAR.

12. Veterinary Care

All veterinary care for animals in the SAF must be coordinated with the Attending Veterinarian. Care will be provided according to UGA IACUC standards, SOPs and policies, and assessed on an individual basis.

13. After Hours (Emergencies, Weekends and Holidays)

The PI is responsible for maintaining and posting an accurate emergency contact information sheet in the SAF. The posting must include the Principal Investigator, responsible lab personnel, and the Attending Veterinarian and URAR contact information. The PI or his/her designee must be contactable at all times to respond to emergencies. The phone number to reach the emergency on-call veterinarian (706-542-7204) should also be posted. In addition to posting contact information, SAF personnel must develop a written disaster plan that identifies the most likely disaster scenarios at the SAF and how they will be managed.

14. Drug Storage

Drugs must be used prior to their expiration date and stored according to all applicable rules and regulations. DEA controlled analgesics or anesthetics need to be maintained in a secure and locked manner.

15. Hazards

The PI is responsible for complying with applicable UGA guidelines and all other rules and regulations regarding any physical, radiation, biological and chemical hazards. Plans should be in place for dealing with biomedical waste, animal carcasses, soiled bedding, and escaped animals.

16. Required Signage

Safety signage, if applicable, is required to be posted in the study area and kept updated by responsible personnel. The UGA IACUC notice "Reporting Animal Welfare Concerns" should be visibly posted within the SAF. As referenced above, the lab's emergency contact information and phone number for the emergency on-call veterinarian should also be clearly posted.

17. Animal Transport

Small animals being moved within buildings on campus should be transported in a covered cage on a cart via routes to avoid public areas. The transport of large and small animals between facilities on and off campus must comply with transport provisions of the NIH *Guide* or FASS *Guide* as applicable.

18. Documentation and Record Keeping

The PI is responsible for maintaining a copy of the approved IACUC protocol, controlled drug logs, and any other applicable records including survival surgery records. It is important to maintain these documents in the study area and accessible to site visitors.

References:

Guide for the Care and Use of Laboratory Animals, 8th Edition. National Research Council, National Academies Press. 2011.

Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition. Federation of Animal Sciences Societies. 2010.

Additional information can be found in the [on-line URAR handbook](#).