

## POLICY – Satellite Animal Facilities

It is the policy of both the Oregon State University IACUC and the Laboratory Animal Resources Center (LARC) that all animals requiring facilities for housing and use are maintained in IACUC-approved, dedicated animal facilities.

The IACUC highly recommends the use of centralized, currently approved animal facilities within our Animal Care and Use Program. Centralized, dedicated facilities allow for enhanced communication at all levels, and consistent and high quality animal care. Clearly identified roles and responsibilities, and coordinated allocation of resources and funding are additional advantages of centralized and dedicated facilities.

Maintaining animals in areas outside of currently approved, dedicated animal facilities requires significant additional resources from numerous sources, as each animal facility must be maintained in accordance with accreditation standards, oversight agency requirements, and local policies.

If an unapproved location for animal housing or procedures is proposed, a formal request must be presented to the IACUC and the Attending Veterinarian for review and approval as an additional animal facility in our Animal Care and Use Program.

The request must be completed per the related Satellite Animal Facility Guide document. To summarize, compelling scientific or other justification must be submitted to the committee, with a full explanation as to why other approved facilities could not support the work. **Cost and convenience cannot** be primary considerations for proposing animal care and use in an unapproved facility. A completed Standard Operating Procedure (SOP) should also be attached.

**Prior to any IACUC consideration of housing or procedures outside of IACUC-approved areas**, the PI should contact both the **Attending Veterinarian** and the **IACUC office** early in the planning process to discuss available options.

If the request pertains to an upcoming hire, the Department Head should contact both the the Attending Veterinarian and the IACUC prior to contract negotiations. EH&S officers, building and facility managers, and others may also need to weigh in on Satellite Animal Facility discussions. Directors and personnel who manage dedicated facilities should be consulted early in the facility proposal process to determine whether the facility can accommodate or support the proposed animal housing or use.

The IACUC will review satellite facility proposals on a case-by-case basis, and proposals may require review during a full committee meeting. Please note that the IACUC may withhold approval of a satellite housing request if the location is determined to be inappropriate for the species, proposed use, or incongruent with the needs and requirements of the OSU Animal Care and Use Program.

A written approval notice is sent after all facility and SOP requirements and modifications have been met, and the Attending Veterinarian and IACUC representatives have completed a final inspection. A new location can accept animals **after written approval of the Satellite Animal Facility is received from the IACUC office.**

Written notice of a related ACUP approval is not the same as written notice of a Satellite Animal Facility approval, and an ACUP approval does not guarantee approval of a related facility.

The IACUC relies primarily on the following references to determine the suitability of housing and procedure locations:

- OSU's Program Description ([AAALAC, International Form](#))
- OSU's Assurance ([PHS/OLAW Assurance Form](#))
- [Animal Welfare Act and Animal Welfare Regulations](#)
- [PHS Policy](#)
- [Guide to the Care and Use of Laboratory Animals](#)
- [Guide for the Care and Use of Agricultural Animals in Research and Teaching](#)
- [OSU IACUC Policies](#), as applicable

#### **DEFINITIONS:**

##### **Dedicated Animal Facility:**

An IACUC-approved animal facility designed specifically for animals, managed by dedicated staff. The use of dedicated facilities is highly recommended.

Examples of dedicated animal housing facilities include:

- LARC-managed vivariums
- Animal and Rangeland Sciences facilities approved by the IACUC; Extension facilities: EOARC-Burns, EOARC-Union
- Aquatic facilities: Sinnhuber Aquatic Research Laboratory; Aquatic Animal Health Laboratory

##### **Satellite Animal Facility (SAF):**

###### **Housing:**

An IACUC-approved animal facility maintained primarily by an investigator, and outside of direct LARC oversight, in which animals are housed for greater than 12 hours.

###### **Procedures:**

Facilities used for live animal procedures are also considered satellite animal facilities and must be reviewed and approved by the IACUC, prior to use.

Please do not hesitate to contact the [IACUC](#) office, the [Attending Veterinarian](#) (who also serves as the LARC Director), or [LARC](#) veterinary staff if there are any questions about animal facilities.

## **Guide – Satellite Animal Facilities**

Approval of an Animal Care and Use Protocol (ACUP) and approval of a Satellite Animal Facility can be related but separate processes. Note that final approval notice of an SAF will be sent from the IACUC to the PI, if the request was made separate from an ACUP submission.

This SAF Standard Operating Procedures Guide provides a basic outline to aid in development of an SAF SOP. The SOP must address each topic with detail sufficient for the range of readers who will review and use the document, or provide sufficient explanation if the topic is not applicable to their proposal. The SOP must be approved by the IACUC and the AV, and must be easily accessible within the facility for facility users, veterinary staff, the IACUC, and others in case of emergencies.

### **1. Physical Plant**

The facility must meet standards per the applicable IACUC and local policy, AAALAC accreditation guidance, and federal laws, policies and guidance. A review of applicable [OLAW Animal Facility Checklists](#) is highly recommended, as these checklists help ensure that we meet standards in our Assurance (related to funding agency expectations), our Program Description (AAALAC), and USDA-APHIS-Animal Care. The PI is responsible for meeting or exceeding established standards at all times.

### **2. IACUC and Veterinary Staff Accessibility**

The SAF must be accessible to IACUC and LARC representatives (or designees) at all times. The SAF PI must provide a method (keys, entry codes) to facilitate veterinary staff access to animals in the facility.

### **3. Security – Animal and Personnel**

The PI is responsible for maintaining and ensuring that the SAF area is secured at all times, and otherwise explain any limits to security.

### **4. Biosecurity**

Animal entry or departure from the SAF must be in accordance with IACUC, LARC, and other local policies, as applicable. If the PI wishes to bring any satellite facility animal to any other facility, this must be first described in the ACUP (or Amendment) and SOP, and approved by the IACUC. The PI must provide a detailed description of potential biosecurity concerns, and how they will be mitigated if animals, personnel, caging, equipment, etc., are transported from one area to another.

### **5. Standard Operating Procedures are Available in the Facility**

The PI is responsible for creating and maintaining Standard Operating Procedures (“SOP”s) that reflect current activities, and are based on current AAALAC, federal, and local standards – see the primary references listed above. SOPs must be reviewed and approved periodically by the IACUC. These SOPs must be present in the SAF and used for training personnel associated with the animal activities.

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

Each day that an animal is held in the SAF, 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 site visitors from the Association for the Assessment and Accreditation for Laboratory Animal Care, International (AAALAC). Contact LARC or IACUC for guidance and examples regarding daily check lists.

## **7. Animal Identification**

All animals must be identified by a current IACUC approved protocol (e.g.: with LARC or similar animal identification cage cards or other IACUC-approved method), and animal management records must be kept with relevant information such as individual IDs, dates of animal entry into facility, etc.

## **8. Participant Training**

It is the responsibility of the PI to ensure that each person providing care for animals in the SAF is adequately trained by the PI, LARC staff, LARC veterinarians, or their designees, and training reflects the available SOPs.

## **9. Occupational Health**

The PI is responsible for ensuring the safety of personnel by verifying their enrollment in the OSU Occupational Health and Safety Program; ensuring incident reports are filed in an accurate and timely manner; and following related requirements and recommendations of local, state, and federal oversight entities.

## **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 the IACUC, and provided by the PI. Storage should be limited to items necessary for housing the animals. Stored materials should be kept in sealed plastic containers, and cardboard should be discarded. The milling date or date of expiration should be clearly indicated on all stored food, and all short-term or consumable items must be discarded by the expiration date.

There must be a written, executed agreement with LARC regarding any materials borrowed from a LARC facility.

## **11. Sanitation**

The PI is responsible for providing species-specific sanitation for the facility per LARC requirements and recommendations. The facility must be easily cleaned and sanitized. Use of any wood product is discouraged.

## **12. Health Reporting**

All animals must be checked daily (including weekends and holidays) by the PI or specified designee

and reported to the AV per the Daily Health Check requirements and procedures.

### **13. Veterinary Care**

All veterinary care for animals in the SAF must be provided through the LARC veterinary group or specified veterinary designee.

### **14. After Hours (Emergencies, Weekends and Holidays)**

The PI is responsible for maintaining and posting an accurate emergency contact information in the facility and must promptly update LARC and IACUC with any changes. The posting must include the contact information for the Principal Investigator, additional lab contacts, the AV, any additional specified veterinary staff, LARC, and IACUC. The PI or the specified designee must be contactable at all times to respond to animal or facility emergencies.

### **15. Documents available in the Facility**

Current IACUC ACUP #s at the cage or pen level, current ACUPs, the Satellite Facility SOP, all required safety signage (EH&S), the current Animal Welfare Concerns posting, Room/Animal Daily Check List, and a current Emergency & After-hours Contact List must be available in the facility.

### **16. Record Keeping**

The PI is responsible for complying with all applicable documentation and recordkeeping requirements described in the *Guide for the Care and Use of Laboratory Animals*, and other primary references.

### **17. Drug Storage**

Drugs and related consumables must be used prior to their expiration date and stored according to all applicable rules and regulations, including EH&S requirements.

### **18. Hazards**

The PI is responsible for complying with EH&S and all other applicable rules and regulations regarding any physical, radiation, biological and chemical hazards. The PI is responsible for notifying all facility and laboratory personnel, and the IACUC, of any hazards present, and assure that all personnel are properly trained for the present or potential hazards.