



## A. PURPOSE

To standardize procedures for review, approval, and oversight of satellite animal facilities for off campus locations.

## B. GUIDELINES

**An off-campus satellite animal facility is defined as a location off main campus and outside the central University Animal Care (UAC) vivarium where animals are housed or used for greater than 24 hours (non-USDA regulated animals) which fall under AAALAC accreditation. All USDA regulated animals must be housed in a central UAC vivarium.**

The use of satellite facilities off campus at the University of Arizona must adhere to the following:

1. Use of a satellite facility will be approved when there is either inadequate animal holding space within University Animal Care (UAC) facilities or there is a scientific justification or need to house animals off campus. Off campus housing is a means to properly house agricultural and other species when adequate space is unavailable at UAC facilities, or when housing requires the animals to be at or adjacent to equipment or facilities needed for research or teaching.
2. Satellite facilities are held to the construction guidelines required by the NIH or *Ag Guide*, as appropriate, unless exceptions are approved by the IACUC. The Attending Veterinarian (AV) or designee must be involved in the planning and design of:
  - a. Construction of a new satellite facility
  - b. Renovation of an existing satellite facility
3. A proposed space for an off-campus satellite facility must be inspected prior to use and approved by an Animal Welfare Program or IACUC representative and/or a UAC veterinarian.
4. The proposed off campus housing space must be appropriate in regard to all applicable requirements, including temperature, humidity, light cycle, air exchanges, biosecurity, physical security, and employee safety.
5. An appropriate sanitization program must be established for the housing space.
6. The animal care and use program conducted in an off-campus satellite facility is overseen by the IACUC and must adhere to its policies and review procedures. As part of this:
  - a. A Memorandum of Understanding and Agreement (MUA), Housing Standard Operating Procedures (SOP), and Emergency Plan will be in place for each satellite facility.
  - b. All animals housed in a satellite facility must have veterinary oversight.
  - c. The PI or PI department will be responsible for the cost of maintaining the facility in compliance with regulatory standards.
  - d. Adequate security measures for the facility must be developed and implemented in conjunction with university security personnel, if not already in place.
7. Animals housed outside the vivarium are subject to regular visits by UAC veterinarians and staff, IACUC members, and/or AWP staff.
8. The Attending Veterinarian, UAC Veterinary staff, and Animal Welfare Program Representative must have access to all satellite locations 24 hours a day, 7 days a week. The PI and/or PI staff are responsible for assisting the AV, UAC, and AWP acquire access to the satellite facility.
9. Any changes to the rationale for housing in a satellite facility must be approved by the IACUC before implementation.
10. If the terms of this guidance are not followed, use of a satellite facility may be subject to immediate



termination. The IACUC may revoke permission for satellite housing if the facility becomes unsuitable for continued housing of animals for any reason. Such reasons may include changes in regulations, non-compliance by research staff (including failure to complete the room log or census sheets), deteriorating facilities, protocol termination, or if rationale is no longer valid.

#### Components of the Housing SOP(s):

A housing SOP must be developed for each satellite facility and approved by AV or AV designee and the IACUC. These details can be listed in IACUC protocol, as an attachment to the IACUC protocol, or in the housing SOP. Housing SOPs must include:

1. Descriptions of environmental monitoring (including light cycles, temperature, and humidity), cage changes or pen cleaning, daily animal checks and number of estimated animals in the housing space should be included.
  - a. Daily Care of Animals: All animals must be cared for and observed daily, including weekends and holidays. Daily animal care and observations must be documented. Exceptions to daily care/observations must be described, justified, and have prior approval. All abnormal, injured or ill animals and any facility issues that impact animal welfare must be promptly reported to UAC.
  - b. Environmental Monitoring: The area where the animals are housed should be suitable for that species. Indoor climate-controlled housing areas must be monitored daily to ensure proper environmental parameters (i.e. temperature, humidity, ventilation, etc.) are being maintained. A minimum/maximum thermometer & hygrometer should be placed in each facility and the temperature and humidity readings recorded daily. Environmental monitoring and recording should begin approximately 72 hours prior to the first arrival of animals to assure that adequate environmental conditions are consistently maintained. Refer to the appropriate *Guide* for species-specific requirements on environmental parameters or contact UAC.
2. Description of cleaning and sanitation schedules for cages and housing space.
  - a. The UAC cage change guidance must be followed or exceptions must be documented and approved.
3. A contingency plan for emergencies must be described for the satellite location.

#### MUA Process:

An MUA for Satellite Housing will be negotiated between the PI, Attending Veterinarian (AV)/designee and the IACUC.

1. Satellite facilities will be inspected prior to use by an Animal Welfare Program representative or a UAC veterinarian and approved by the AV and IACUC. Any deviations from the appropriate *Guide* will be documented in the MUA.
  - a. SOPs for the satellite facility will be created and attached to the MUA.
  - b. The IACUC will review, require modifications, or approve SOPs and the satellite location. The IACUC must approve the satellite location and activity prior to starting work in the location.
  - c. *Guide* deviations and/or modifications/renovation of the satellite facility require IACUC approval prior to MUA approval and housing of animals.
2. The MUA will be reviewed for continuing approval at least every three years.
  - a. Based on availability of housing in UAC that can meet the needs of the research, the IACUC may revoke the MUA and require housing in UAC facilities.
  - b. A history of deficiencies in animal care or inadequacy of the satellite facility will lead to revocation of the MUA.

**Satellite Requirements:**

1. All off campus satellite facilities must have husbandry and care standards described in the protocol or housing SOP.
2. All satellite facilities must have proper signage. Signage includes the UAC Emergency/Weekend contact list, Lab emergency contact list, and Allergen sign (if applicable).
3. All personnel performing the daily care and monitoring of animals in PI-managed housing areas must be on the approved protocol. These individuals are responsible for the completion of the log and census sheets and must be trained and proficient in species specific handling and assessment.
4. SOPs for animal care will be in place at all times, along with appropriate documentation of environmental conditions and husbandry (examples provided by AWP if needed).
5. Room or facility logs, which record required information (temperature, humidity, daily checks, etc.), are posted in each facility and reviewed by UAC and/or IACUC inspectors during inspections.
6. For satellite facilities where animals are housed only periodically, the PI or their designee will notify UAC and the AWP **prior** to housing new animals.
  - a. Notification to UAC via email: [UAC-Vets@email.arizona.edu](mailto:UAC-Vets@email.arizona.edu) and AWP via email: [ORCR-IACUC@email.arizona.edu](mailto:ORCR-IACUC@email.arizona.edu).
7. The PI, PI staff, or satellite facility manager will be responsible for daily room monitoring, daily animal checks, monitoring of food and water, and cage changes while animals are housed in the satellite facility. Daily monitoring includes weekends and holidays.
8. The PI or PI staff will be responsible for returning animals, carcasses, caging, or other items taken from UAC on a weekly or more frequent basis.
9. A charge may be assessed by UAC for assistance and/or supplies.
10. Active satellite facilities will be visited at least every six months by UAC, IACUC, and/or Post-Approval Monitoring staff.
11. *Per diem* charges will be assessed by UAC as applicable for all off-campus satellite locations.
12. For satellite facilities that require extra time, supplies, travel, etc., additional charges may be billed by UAC.