Institutional Animal Care and Use Committee SOP 118

TITLE: Procedures for Satellite Animal Facilities Covered under an MUA

PURPOSE: Standardize procedures for review, approval and oversight of satellite animal facilities.

REVIEW/REVISIONS: IACUC and UAC staff will review and revise this SOP as needed.

DATE OF LAST REVISION: 01/12/2015

1. Memorandum of Understanding
   a. An MUA for Satellite Housing will be negotiated between the PI, Attending Veterinarian (AV)/designee and the IACUC
      i. Satellite facilities will be inspected and approved by the AV/designee and deviations from the appropriate Guide will be documented in the MUA
      ii. SOPs for the satellite facility will be created and attached to the MUA
      iii. The IACUC will review, require modifications or approve SOPs
      iv. Guide deviations require IACUC approval; or modifications/renovation of the satellite facility prior to MUA approval and housing of animals
   b. The MUA will be reviewed for continuing approval at least every three years
      i. 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
      ii. A history of deficiencies in animal care or inadequacy of the satellite facility will lead to revocation of the MUA

2. MUA for short-term housing: 24 hours-5 days (NO WEEKEND HOUSING ALLOWED, UNLESS PRE-APPROVED)
   a. SOPs for animal care will be in place at all times, along with appropriate documentation of environmental conditions and husbandry (forms provided by IACUC)
   b. For satellite facilities where animals are housed only periodically, the PI or his/her designee will notify UAC prior to housing new animals
   c. For provision of food, bedding, water, and/or caging, contact the UAC Coordinator where the PI's animals are normally housed
   d. The PI or PI staff will be responsible for returning animals, carcasses, caging, or other items taken from UAC on a weekly basis
   e. Veterinarians will respond to requests from the PI through UAC-Clinical@email.arizona.edu or at 626-6702
      i. All satellite facilities will be provided a copy of the weekly on-call schedule, which is to be posted in the lab
      f. A charge may be accessed by UAC for assistance and/or supplies
      g. The UAC Satellite Team will visit satellite facilities at least every six months

3. MUA for long-term housing: >5 days
   a. Long-term satellite facilities will be operated by UAC under all standard UAC SOPs and operated as part of the UAC program
   b. Per diem charges will be assessed
   c. For satellite facilities that require extra time, supplies, travel, etc., additional, direct charges may be billed

4. MUA for off-campus housing:
   a. Off-campus housing may be permitted, on a case-by-case basis, to ensure husbandry and health care standards of federal laws and AAALAC are met
   b. Charges will be assessed, as appropriate, to cover UAC costs