TITLE: Satellite Animal Facilities

PURPOSE: To standardize requirements for satellite facilities authorization.

REVIEW/REVISIONS: Permanent amendment/revisions to this policy must be presented to the Institutional Animal Care and Use Committee (IACUC) for review before implementation, with the exception of updating internet URLs, if required. Continuing review of this policy by the IACUC will occur at least every three years.

EFFECTIVE DATE: 4/90; Revised/Re-Approved: 12/7/00, 11/2/06, 11/1/07, 11/5/09, 4/9/12, 1/12/15

PERSON(S) RESPONSIBLE: IACUC, University Animal Care, and research groups monitoring/using satellite facilities

POLICY/PROCEDURES:

A satellite animal facility is defined as a location not under the direct control of University Animal Care and where animals are housed or used for 24 hours or more and which fall under AAALAC accreditation. The use of satellite facilities 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 demonstrated scientific need to house animals immediately adjacent to research laboratories. Satellite facility use is considered a temporary measure, which will be terminated if adequate UAC animal housing or appropriate research space contiguous to a UAC facility becomes available.
2. Satellite facilities are held to the construction guidelines required by the appropriate Guide, 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. The animal care and use program conducted in a 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 will be in place for each satellite facility (not required for production animals)
   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.
4. Standard Operating Procedures (SOP) must be developed for each satellite facility and approved by UAC and the IACUC. SOPs must include:
   a. Logs, which record required information, posted in each facility and reviewed by UAC and/or IACUC inspectors
   b. Cleaning and sanitation schedules
   c. A contingency plan for emergencies
5. If the terms of this policy are not followed, use of a satellite facility may be subject to immediate termination.

JUSTIFICATION:

The University of Arizona is registered as an animal research facility with NIH and USDA. In addition, the University of Arizona is accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).