A. PURPOSE

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

B. GUIDELINES

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 and Agreement (MUA) 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 guidance are not followed, use of a satellite facility may be subject to immediate termination.

UAC MUA Processes

1. Memorandum of Understanding and Agreement (all):
   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 *(WEEKEND HOUSING MUST BE PRE-APPROVED BY THE IACUC)*
   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 Animal Facility Manager 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. A charge may be accessed by UAC for assistance and/or supplies
   f. Active satellite facilities will be visited at least every six months by UAC, IACUC or Post-Approval Monitoring staff.

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 by UAC
   c. For satellite facilities that require extra time, supplies, travel, etc., additional, direct charges may be billed by UAC

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 by UAC, as appropriate, to cover UAC costs