

SOP for Satellite Facility

Issues that must be addressed when housing animals at a satellite facility

Approval of a satellite housing facility is contingent upon all the following conditions being met. Each of these issues must be addressed in writing to the IACUC when proposing the use of a satellite housing facility.

A Standard Operating Procedure must be provided regarding the operation of the satellite housing facility. This Standard Operating Procedure must address the following:

- Sanitation
- Food/bedding storage
- Control of temperature and humidity
- Ventilation
- Illumination
- Noise
- Protection from hazardous agents
- Providing food and water
- Cleaning of cages and bedding
- Recordkeeping regarding environmental conditions and husbandry
- Security
- Emergency management plan (e.g., contingencies if air conditioning or heating system fails, a power failure occurs, or a fire or flood takes place)

The standard operating procedure must also address the following issues regarding the veterinary care of the animals:

- Procedures for daily monitoring of animals to ensure that they are in good health and free from injury. The identity and credentials of the personnel who monitor the animals must be indicated.
- Indicators that signal a veterinary medical problem that requires care.
- The identity of the veterinarian who will be called in case a medical problem occurs, and a contingency plan if that individual is not immediately available.
- A description of the treatment facilities available to care for the animals.

An additional study-specific standard operating procedure must be provided regarding the specific care needs of animals assigned to a particular protocol. This procedure should discuss the following:

- Any special husbandry needs of the animals resulting from the procedures to which they have been subjected.
- Any special veterinary care needs resulting from previous or ongoing procedures on the animals.
- If medications or treatments are needed on a routine basis as part of the study, the persons providing the treatments should be indicated, as well as provisions for executing the treatments at the satellite housing facility. For example, if controlled substances are to be used, the availability of a double-locked container to store the drugs should be discussed, as well as the identity of the personnel

authorized to dispense the drugs.


- If any biohazardous substances will be employed, the specific procedures to be employed to protect the animals and the personnel at the satellite housing facility must be indicated. These procedures require approval by the relevant University Departments or Offices (e.g., Environmental Health and Safety).

If non UA personnel will be transporting animals between University-owned facilities and a satellite housing site, a thorough description of the vehicle and methods to be used for the transport must be provided and approved by the IACUC. The methods used to secure the animals to prevent injury during transport must be discussed, as well as the environmental conditions within the vehicle. The animal holding compartment ambient conditions during transport must be indicated.

APPROVAL

The University of Alabama's Institutional Animal Care and Use Committee has reviewed and approved this SOP (October 27, 2011) as attested by the signature of the Committee Chairperson.


IACUC Chairperson


Date