

USF IACUC Satellite Facility Guidelines

This information outlines the guidelines and expectations of the USF IACUC regarding satellite facilities. While the IACUC recommends the use of centralized animal housing whenever possible, there may be research or circumstances that require the use of a satellite facility when justified to and approved by the IACUC.

A satellite facility is a location outside of a USF or its affiliated institutions managed vivarium where animals are **housed or held for more than 12 hours**.

Satellite facilities are overseen by the Principal Investigator (PI) and research staff and not generally managed or maintained by USF Comparative Medicine staff.

Approved satellite facilities are expected to comply with the same federal regulations and IACUC policies as a centrally managed animal facility, including the *Guide for the Care and Use of Laboratory Animals* (8th Ed.).

Once approved, the satellite facility and any supporting areas will be inspected on a semiannual basis by the IACUC, and routine veterinary oversight of the animals will be established with the Attending Veterinarian (AV) and/or veterinary staff.

Guidelines for Satellite Facility

1. USF Comparative Medicine Veterinarian should be contacted prior to submitting an application for the satellite facility to be sure the area meets the minimum guidelines and is able to be used for the proposed purpose.
2. A proposed satellite facility must be approved by the IACUC prior to animals being housed there.
3. Once approved, it is the responsibility of the PI to meet all regulatory standards (environmental standards, water parameters, diurnal light cycles, daily husbandry care, health checks) and biosecurity guidelines (PPE, access to site, etc.).
4. The environmental temperature and humidity of the site must be within standards set forth by *The Guide* as appropriate for the species. Every 3 years, or if issues arise, the site should be reevaluated for proper air exchanges and balancing.
5. A member of the laboratory staff must check on animals and provide care daily (including weekends, holidays, university closure) and this must be documented daily, along with recording of the census and environmental parameters if animals reside in the space. Use Comparative Medicine [Satellite Location Recordkeeping forms](#).
6. It is recommended that the housing area have a mechanism of remote monitoring in place such that if extreme temperatures were encountered a responsible individual would be contacted/alerted so that appropriate steps could be taken.
7. USF Comparative Medicine has established [standard operating procedures \(SOPs\)](#) for husbandry care used in the centrally managed spaces. These SOPs should be followed in the satellite housing spaces or specific SOPs should be developed for the site and species, and IACUC approved.

8. The animal(s) and enclosure(s) must always be identified. Identification (ID) cards must contain, at least, the protocol number, species, and PI.
9. Adequate quantities of the following must be properly maintained if animals are residing in the space: clean cages, bedding, enrichment, feed, water, PPE, and any equipment needed for room cleaning/sanitation.
10. All bedding, feed, water, and any substance administered to the animal(s) must be stored appropriately (i.e., in vermin proof containers, stored at proper temperature/humidity).
11. The AV and other veterinary staff must have access to the satellite area.
12. All staff involved with the satellite facility must be aware of how to contact the veterinary staff in the event of a health concern or emergency. Veterinary contact information should be posted in the satellite housing location.
13. The veterinary staff must be contacted prior to initiating any clinically necessary treatment.
14. Instructions on how to report animal welfare concerns must be posted on all housing locations (CMSC 009).
15. The PI/laboratory staff must follow their satellite Disaster Plan as described in the following form.
16. All staff responsible for the care of animals within the satellite space must be adequately trained by the PI, listed on approved IACUC protocol, and screened/enrolled in the USF occupational health and safety plan. Personnel involved in the day-to-day operations of the satellite facility may contact USF Comparative Medicine for additional training.