



## *Institutional Animal Care and Use Committee*

*February 20, 2008*

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### **GUIDELINES FOR HOUSING RESEARCH ANIMALS OUTSIDE OF THE BIOLOGICAL RESOURCE FACILITY**

Animals cannot be housed outside the central animal facility (Biological Resource Facility or BRF) for extended periods of time without prior IACUC approval. Housing of rodents and lower species (such as fish) outside of the BRF in excess of **24 hours** requires IACUC approval. If proposing to house ectotherms in your laboratory, please see additional guidelines and policies related to this issue (“Satellite Housing of Ectothermic Vertebrates Guidelines”) on the IACUC web site. Approval for satellite housing is required whenever USDA-regulated mammals are kept outside of the vivarium for more than **12 hours**. Of the USDA regulated species, only hamsters, gerbils and guinea pigs will be considered eligible for satellite housing by the IACUC.

Approval for satellite housing will be allowed only if the IACUC is assured that proper conditions and appropriate justification exists. Approval will not be granted for convenience or cost saving reasons. If the Biological Resource Facility cannot accommodate a housing request, or if other situations necessitate the establishment of a satellite housing facility, the PI must develop a set of Standard Operating Procedures (SOP) for husbandry and care of the animals. This should be done in collaboration with the BRF veterinary staff. The proposed satellite housing area will need to be inspected for suitability before approval is granted. Obviously, requests for temporary housing of aquatic animals (e.g. tank for housing of zebrafish) are less complex than requests to establish a long-term satellite housing area for hamsters. Once an area is approved for satellite housing, it will be subject to semi-annual IACUC inspections. All satellite areas must be accessible to the veterinary staff at all times. The PI is responsible for the safety and security of the animals in his/her satellite facility.

#### **Issues that Must be Addressed in the SOP for a Satellite Housing Area:**

- 1.** Justification for satellite housing (why is it necessary to house animals in lab or other location outside of the BRF?), Examples of compelling reasons include: The research requires that the animal be contained in a device or connected to equipment that cannot be placed within the vivarium; the animal will require postoperative or post-procedural monitoring using specialized equipment that cannot be placed within the BRF; or the research with animals will use a hazardous agent that requires containment not provided or possible in the vivarium.
- 2.** Description of the type (species) and number of animals to be kept in that area, as well as the average length of time animals will be kept in the area (e.g. will this be overnight or for several weeks?).



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3. A description of the proposed housing area, caging, and husbandry of animals. Be sure to cover the key topics of *Caging, Feeding, Climate and Sanitation!* Some of the questions below will be relevant to many, but not all, species of animal or situations:

- What type of caging will be used and what type of substrate/bedding will be used?
- Will animals be group housed or single housed? If group housed, how many per cage?
- If necessary, how will animal cages be changed? How often will cages be changed? How will waste be disposed of? Note that bedding change outs and cleaning must be regularly scheduled and recorded (If this is not necessary, please coordinate with the husbandry staff so that the cages are cleaned just before the animals are taken to the lab).
- What temperature and humidity will apply to the area? These must be monitored, recorded daily, and logs must be maintained.
- What light cycle will be maintained and how will this be done? (e.g. 12/12, light timer)
- PI must assure that animal health checks, food checks, and water checks will be conducted daily and recorded and logs must be maintained. Who will normally perform these tasks? Who will be responsible for husbandry and care over the weekend or on holidays?
- Where will food be stored? What measures will be taken to control for pests?
- Air exchanges per hour in the room must be acceptable according to Federal regulations and must be checked annually.
- The door to the room must be kept locked when staff is absent.

Ideally, satellite-housing requests should be submitted with the Animal Use Protocol application, but permissions can also be obtained by petitioning the IACUC subsequent to approval. In emergency circumstances, the attending veterinarian can grant permission for satellite housing on a temporary basis.