

WVU IACUC Policy: Satellite Housing

Purpose:

This document is to outline the requirements and expectations of the WVU IACUC regarding satellite housing. While the IACUC recommends the use of centralized animal housing whenever possible, there are circumstances that require the use of a satellite facility. The request for satellite housing can be found on the IACUC protocol form, Appendix K (<https://animal.research.wvu.edu/protocols>). Per diem rates may still apply.

Definitions and Background:

A satellite facility is a location outside of the vivarium where animals are housed or held for more than 12 hours for USDA species or more than 24 hours for non-USDA species.

Satellite facilities are overseen by the Principal Investigator (PI) and research staff and not generally maintained by Office of Laboratory Animal Resources (OLAR) or Farm managers/staff.

Approved satellite sites are expected to comply with the same federal regulations and IACUC policies as a centrally managed animal facility. For rodent activity, the *Guide for the Care and Use of Laboratory Animals (8th Ed.)* **should** be followed. In addition, USDA covered species will need to adhere to the Animal Welfare Regulations and agricultural species housing **should** meet the requirements in the *Guide for the Care and Use of Agricultural Animals in Research and Teaching*. A review of the appropriate OLAW Animal Facility checklist is recommended, as well.

Once approved, the satellite site 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.

WVU IACUC Policy:

1. The applicable facility manager and the Attending Veterinarian (AV) **should** be contacted prior to submitting an application for the satellite facility to be sure the area meets the minimum requirements 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 requirements (PPE, access to site, etc.). If the housing location is unable to remain compliant, animals **must** be promptly relocated to an approved space and the AV notified.
4. Before animals are moved from the vivarium to the satellite location, all applicable OLAR forms **should** be filled out and submitted to the appropriate OLAR personnel (i.e., transfer forms). Forms can be found on the OLAR website and **should** be submitted at least 24 hours in advance.
5. Environmental temperature and humidity **must** be within guide standards for the species. If there is fluctuation, the animals may need to be relocated until the issues are resolved. Contact OLAR husbandry manager if environmental concerns are present.
 - a. Every 3 years, or if issues arise, the site **should** be evaluated for proper air exchanges (10-15/hour fresh air exchanges) per guide standards.

6. A member of the laboratory staff **must** check on animals and provide care daily (including weekends, holidays, university closure). If the laboratory staff is not able to provide daily care, the OLAR veterinary staff **must** be contacted immediately to develop a plan for care/husbandry.
 - a. The laboratory staff **must** provide training to OLAR staff once the animals are housed so proper care can be provided in case of an emergency.
7. The PI/laboratory staff **must** keep DAILY records for husbandry, health checks, census, housekeeping and temperature/humidity (daily min and max) if animals reside in the space. This includes holidays, weekends, and unexpected university closures. Templates are available by request.
8. The housing area **should** have a mechanism of remote monitoring in place such that if extreme temperatures were encountered a responsible individual would be contacted/alerted and appropriate steps taken.
9. OLAR will provide standard operating procedures (SOPs) for husbandry care used in the centrally managed spaces; these SOPs **should** be followed in the satellite housing spaces. Cleaning procedures used (if non-standard) will need to be described and validated using ATP testing. Deviations from OLAR SOPs **should** be approved by the AV prior to implementation.
10. The animal(s) and enclosure(s) **must** be properly identified at all times. Identification (ID) cards **must** contain, at least, the protocol number and PI; methods of individual animal ID, such as ear tags and tattoos, **must** be legible. Other cards (e.g., clinical call, single housing, special care) **should** also be present on the cage, if applicable.
11. Pest/vermin control may be required. The IACUC will determine the specific type on a case-by-case basis. Records **must** be maintained for any pest/vermin control used. Sticky type traps are not recommended for use in the housing spaces. If a research animal escapes the enclosure, contact OLAR immediately for live traps and report the incident to the AV/IACUC.
12. Adequate quantities of the following **must** be properly maintained if animals are residing in the space: clean cages, bedding, enrichment, food, water, PPE, and any equipment needed for room cleaning/sanitation. Procurement of supplies may need to be arranged through the OLAR manager.
13. All bedding, food, water, and any substance administered to the animal(s) **must** be stored appropriately (i.e., in vermin proof containers, stored at proper temperature/humidity).
14. The AV and other veterinary staff **must** have access to the satellite area. The veterinary staff **must** be contacted when animals move into the satellite housing location to set up routine health check visits.
15. All staff involved with the satellite site **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 housing location.
16. The veterinary staff **must** be contacted prior to initiating any clinically necessary treatment.
17. Animal welfare reporting signage **should** be posted on in all housing locations.
18. The PI/laboratory staff **must** follow the WVU Disaster Plan, which is provided upon request, and provide additional supplemental documents, if applicable.
19. The PI/laboratory staff **must** provide the following information to the IACUC, for incorporation into the WVU Disaster plan. This supplemental information **must** be reviewed and updated annually.
 - a. Evacuation/Gathering area for the specific building (interior and exterior)
 - b. Animal relocation area
 - c. Satellite security (keys/card reader) and name of contact person(s)
 - d. Contact information for primary and secondary contact person (including office phone, cell phone and email)
 - e. Floor plan of satellite site
 - f. A completed "Contingency Planning Program for Satellite Facility" form

20. All daily records, SOPs and other required documentation **must** be kept up to date and be easily accessible to laboratory staff, IACUC and veterinary staff. These documents **should** also be maintained for 3 years.
21. All staff responsible for the care of animals within the satellite space **must** be adequately trained and enrolled in the WVU Occupational Health Program. Personnel involved in the day-to-day operations of the satellite **should** contact OLAR for additional training. Instructions can be found here: <https://animal.research.wvu.edu/training>.
22. OLAR Satellite Visits
 - a. Please work with OLARVETSTAFF@hsc.wvu.edu to arrange routine visits to satellite facilities.
 - b. Vet staff visit all rodent satellites weekly and aquatic satellites monthly.
 - c. Aquatic facility mortality logs **must** be submitted to vet staff email (above) monthly. Vet staff **should** be alerted immediately if high mortality is noted.
 - d. Rodent satellites **should** notify OLAR Vet staff if any mortality occurs in their facility.

Information that may be requested by the IACUC/AV:

- Building/room
- Species
- Number of animals (maximum)
- Number of enclosures (maximum)
- How often will animals be present in the satellite?
- Enclosure type (i.e., cage, tank, stall)
- A list of live- animal related activities to be performed in the satellite space (i.e., surgery, euthanasia, dark rearing, etc.)
- Type of room security (i.e., key, swipe card)
- List the names and contact information for those responsible for:
 - satellite emergencies (24 hours a day, 7 days a week, 365 days a year):
 - DAILY checks for animal health and environmental conditions
 - daily husbandry and housekeeping duties
- Please attach a copy of the log sheet that you will use. This log **should** contain the following: Temperature/humidity (minimum/maximum daily values as well as current reading), animal health observations (including the presence of adequate food/water), sanitary enclosure conditions, when fresh food/water is provided, when cages are changed, when general housekeeping items are completed and any additional notes, if applicable.
- Is there an accompanying SOP (such as equipment maintenance or room cleaning / sanitation) to be attached?

References

1. [Animal Welfare Act and Animal Welfare Regulations](#), United States Department of Agriculture, 2017.
2. [Guide for the Care and Use of Laboratory Animals](#), National Research Council, 2011.
3. [Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching](#), Federation of Animal Science Societies, 2020.