

	UCSD INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE POLICY MANUAL	POLICY # 28.05
	Policy on Satellite Animal Facilities	Originally Issued: 11/6/98 Revised: 11/31/04 Revised 3/6/06 Revised 12/13/06 Revised: 2/15/17

I. Background and Purpose

It is the general policy of the University of California San Diego Institutional Animal Care and Use Committee (IACUC) to centralize animal facilities as much as possible. Satellite animal facilities will be approved only in rare cases where there is rigorous scientific justification for the exception, and the appropriate environment, housing, care and oversight can be provided as required by federal law and current UCSD policies. Other designations for satellite facilities are no longer used: e.g. “study area”, “investigator-maintained”, “satellite housing” or “exception”.

II. Who Should Read This Policy

All personnel listed on UCSD animal protocols

III. Definitions

Term	Definition
Satellite Animal Facility	A Satellite Animal Facility is any area holding animals outside the ACP vivarium for more than 12 hours. Satellite facilities are typically located in a laboratory and hold animals for a short period of time for a procedure that cannot be done in the vivarium. However, any animal holding or housing area at UCSD that is not an Animal Care Program vivarium is designated as a satellite facility. Federal regulations state that the authority and oversight of these facilities rests with the institution through the IACUC. The delegated authority for the oversight of these areas has been assigned to the Animal Care Program.
Level 1 Satellite Animal Facility	Generally refers to those areas with occasional holding (of non-USDA covered species) for a period greater than 12 hours but less than 72 hours.
Level 2 Satellite Animal Facility	Generally refers to those facilities with animals held longer than 72 hours or to areas shared by multiple PIs.

IV. Policy

1. All proposed satellite facilities at the University of California San Diego must be approved by the UCSD Institutional Animal Care and Use Committee and will fall under the jurisdiction of the Animal Care Program (ACP) or its direct subsidiaries.
2. Because satellite facilities are outside of the ACP vivaria, it is the responsibility of the Principal Investigator (PI) to ensure that all federal regulations, as defined by the Guide for the Care and Use of Laboratory Animals, as well as all of the Standard Operating Procedures (SOPs) for care and use of the animals are carried out, seven days a week, and 24 hours per day. PI must have approved SOP and adhere to it.
3. It is also the PI's responsibility to ensure that all personnel having incidental exposure to the animals are included in the Occupational Health Program.
4. Veterinary and Animal Welfare Specialist oversight remains the same as if the animals were in the ACP Animal Facility. Semi-annual IACUC Inspections are required of each Satellite Animal Facility. Failure to meet these responsibilities will result in the loss of Satellite Animal Facility status.

V. Related Documents

Satellite Facility Level 1 SOP	http://blink.ucsd.edu/files/sponsor-tab/iacuc/Satellite%20Animal%20Facility%20Level%201%20SOP.pdf
Satellite Facility Level 2 SOP	http://blink.ucsd.edu/files/sponsor-tab/iacuc/Satellite%20Animal%20Facility%20Level%202%20SOP.pdf

VI. Additional information

UCSD recognizes two levels of responsibility for maintenance of a Satellite Animal Facility. Level 1 generally refers to those areas with occasional holding (of non-USDA covered species) for a period greater than 12 hours but less than 72 hours. Level 2 generally refers to those facilities with animals held longer than 72 hours or to areas shared by multiple PIs. The specific criteria and requirements are described in detail in the documents entitled Standard Operating Procedures Satellite Animal Facility Level 1, Standard Operating Procedures Satellite Animal Facility Level 2, and the individual Satellite Facility Standard Operating Procedures document created for each facility. The final decision regarding level assignment rests with the IACUC

A Level 2 Satellite Animal Facility requires an ACP designee to check the facility daily to confirm proper animal care and assure animal health. Animal husbandry must be done by ACP or one of its subsidiaries OR under the supervision of ACP or one of its subsidiaries.

Satellite Animal Facilities must follow all applicable federal regulations, the Guide for the Care and Use of Laboratory Animals, and all UCSD policies and guidelines. Failure to meet these responsibilities will result in the loss of Satellite Animal Facility status.

The required steps for development of a Satellite Animal Facility at UCSD are:

1. IACUC approval of scientific justification for Satellite Animal Facility with designation of Level 1 or Level 2
2. ACP, EH&S and IACUC approval of:
 - a. Space assignment
 - b. Facility Plan
 - c. Operational Plan
3. Facility construction/modification/renovation
4. Final Inspection—ACP, IACUC, EH&S
5. Keys provided by PI
6. Occupancy