

Standard Operating Procedures Satellite Animal Facility Level 1

This is the Animal Care Program SOP Guide that a PI must use to design their individual Satellite Facility SOP. The individual Satellite Facility SOP must address each topic in a detailed manner, must be approved by the Animal Care Program, and must be posted clearly in the Satellite Animal Facility (as described in Section 5 below)

The UCSD IACUC assigns the proper Satellite Facility level at full committee review of a protocol.

Criteria that indicate *Level 1*:

- 1. Only one species may be held at one time and animals must be a non-USDA-covered species species.*
- 2. Animals in the facility must be actively used in experimental data collection or model stabilization.*
- 3. Only one Principal Investigator uses the area.*
- 4. Appropriate justification is given for performing the procedures outside of an existing Vivarium.*
- 5. The IACUC must approve the physical facility, procedures allowed, and designation as Level 1 prior to use.*
- 6. Protocol must detail the maximum holding time and cannot exceed 72 hours.*
- 7. The facility is used for occasional use and not continual holding (for biosecurity reasons).*
- 8. Maximum number held at any given time will be limited to that specified in protocol.*

*If any one criterion is not satisfied, the facility will be designated as a **Level 2***

Please note: In certain circumstances, animals that are held in the lab for less than 24 hours may be subject to fewer regulations. This may occur in the case of surgeries that extend past 12 hours, sampling or imaging timepoints that occur between 12 and 24 hours, etc. The IACUC has determined that Sections # 1, 6, 10, and 12 below do not pertain to Level 1 facilities holding animals less than 24 hours.

1. Physical Plant

Facilities must meet the minimum standards as set forth by the *Guide for the Care and Use of Laboratory Animals*. The Principal Investigator (PI) is responsible for meeting or exceeding these standards at all times. The space must be a clearly designated area reserved only for animal holding.

2. UCSD Regulatory Accessibility

The Satellite Animal Facility must be made accessible to ACP and IACUC/AWP twenty-four (24) hours a day, seven (7) days a week. The Satellite Animal Facility PI must provide a minimum of four (4) keys where key access is required. It is the responsibility of the PI to provide ACP/IACUC/AWP with any necessary entry codes.

3. Security

The PI is responsible for maintaining and ensuring the security of the Satellite Animal Facility such that the animal holding area is secured.

4. Biosecurity

All animals entering or leaving the Satellite Animal Facility must be coordinated through the standard ACP online process (<http://animalhealth.ucsd.edu>) including purchases, importation, internal transfers, and exportation from UCSD. Personnel entry into the Satellite Animal Facility and other UCSD animal facilities must be coordinated through ACP (facility entry order based on animal colony health information and risk of contamination). Movement of animals must be made in accordance with ACP standard policies. If any animals are returned to the vivarium, the PI must have a detailed description in the individual Satellite Facility SOP that states how transmission of pathogens from the lab to the vivarium will be avoided.

5. Standard Operating Procedures are Posted

The PI is responsible for creating Standard Operating Procedures (SOP's) that are based on the requirements of the *Guide for the Care and Use of Laboratory Animals* and approved by the ACP. These SOP's must be posted in the Satellite Animal Facility and all personnel providing care for the animals must be trained in the SOP's.

6. An Animal/Room Daily Check List is Posted and Completed Daily

Each day that an animal is held in the Satellite Animal Facility, an Animal/Room Daily Check List must be posted and completed. Records must be retained for three years and be available for inspection by federal regulatory agencies and AAALAC.

7. Animal Identification

All animals must be identified with UCSD bar-coded animal identification cage card along with any required physical markings/identifications, the date the animal was brought to the lab, and the initials of the person who transported the animals.

8. Training

It is the responsibility of the PI to ensure that everyone providing care for animals in the Satellite Animal Facility is adequately trained by the PI.

9. Occupational Health

The PI is responsible for complying with all UCSD Occupational health requirements as per the UCSD Occupational Health Program. This includes assurance that all persons who come in contact with satellite animal facilities are enrolled in this program.

10. Husbandry Equipment and Supplies

All caging and materials such as food, water, bedding, enrichment devices, cage cards, cleaning materials, various other items necessary for proper husbandry and care will be approved by ACP, and provided by the PI. An agreement must be made with ACP Vivarium supervisors as to how to handle any caging materials borrowed from an established ACP Vivarium.

11. Sanitation

The PI is responsible for complying with species-specific sanitation requirements as per ACP SOP's. This area must be easily cleaned and sanitized. Cages must be clean, with fresh bedding, when brought to the laboratory space.

12. Health Reporting

All animals are checked each day (including weekends and holidays) by the PI or an agreed upon designee and a report is made to the ACP area leader by 9:00 am who will include the findings in the report to the health group by 10:00 am.

13. Veterinary Care

All veterinary care for animals in the Satellite Animal Facility must be provided through the ACP veterinary group according to standard ACP SOP's and policies, subject to relevant recharges.

14. After Hours (Emergencies, Weekends and Holidays)

The PI is responsible for maintaining and posting an accurate emergency contact information sheet in the satellite animal facility including Principal Investigator, Laboratory Manager, and the campus animal emergency contact information number 858-534-6064. The PI or his/her designee must be available at all times to respond to emergencies.

15. Required Postings

Current IACUC protocols, the Satellite Facility SOP, all required safety signage (EH&S), Satellite Animal Facility SOP's, Room/Animal Check List and UCSD Notice "Reporting Concerns Regarding Animal Welfare" and the weekly 'Weekend and After-Hours Contact List' must be posted in the facility.

16. Documentation and Record Keeping

The PI is responsible for complying with all applicable documentation and record-keeping requirements of the *Guide for the Care and Use of Laboratory Animals*.

17. Drug Storage

Drugs must be in date and stored according to all applicable rules and regulations, including EH&S requirements.

18. Hazards

The PI is responsible for complying with EH&S and all other applicable rules and regulations regarding any physical, biological and chemical hazards. The PI is responsible for notifying all personnel (including ACP) of any hazards present, and assuring that all personnel are aware of potential hazards, and properly trained to avoid any hazard present.

19. Exceptions

Any exceptions to this SOP must be discussed with the Animal Care Program representative, approved by ACP, clearly detailed in the individual Satellite Facility SOP, and posted clearly in the Satellite Animal Facility as described in Section 5. If an agreement cannot be arranged between the Animal Care Program and the PI, the ACP will bring the issue to the IACUC for a final decision.