

Standard Operating Procedures Satellite Animal Facility Level 2

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)

Criteria that indicate Level 2:

A Satellite Animal Facility that does not meet all the criteria for Level 1 will be designated as Level 2

1. Physical Plant

Facilities must meet Animal Care Program (ACP) standards -- see UCSD Vivarium design specifications. The Principal Investigator (PI) is responsible for meeting or exceeding these standards at all times. ACP is responsible for assigning maximum housing densities for each Satellite Animal Facility.

2. Fiscal Responsibility

PI or designee must meet with ACP area leader and business office prior to holding animals outside of the vivarium to establish a contract associated with the Satellite Animal Facility.

3. UCSD Regulatory Accessibility

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

4. ACP Oversight

ACP or its subsidiaries will provide management for all Level 2 facilities holding animals greater than 72 hours. ACP will visit the facility a minimum of once daily. This visit will include observation of animals, daily animal/cage counts (excluding weekends & holidays), physical plant, documentation, environmental conditions, and adherence to relevant SOP's.

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. Security

The PI is responsible for maintaining and ensuring the security of the Satellite Animal Facility.

8. Biosecurity

All animals entering or leaving the facility must be approved 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). In addition, movement of animals must be made in accordance with ACP standard policies.

9. Sentinel Program

The PI is responsible for maintaining a sentinel program consistent with the ACP sentinel disease monitoring SOP's. In the event of positive evidence for a disease outbreak, the PI will be responsible for all isolation and resolution costs incurred as a result of such an outbreak, as directed by the ACP veterinary staff.

10. Animal Identification

All animals must be identified with UCSD Bar-coded animal identification cage card along with any required physical markings/identifications. Cages must be logged into the Satellite Animal Facility using the ACP Animal Management System and labeled with the date and time they were brought to the Satellite Animal Facility and the initials of the person responsible for the animals while they are in the Satellite Animal Facility.

11. Training

It is the responsibility of the PI to ensure that everyone providing husbandry for animals in the Satellite Animal Facility is adequately trained by ACP including attendance at required ACP husbandry training classes.

12. 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 animal holding areas are enrolled in this program.

13. Husbandry

ACP or its subsidiaries will provide husbandry services at the PI's expense, unless compelling justification is provided for the contrary. The PI will be responsible for assuring compliance with all species-specific husbandry requirements as per ACP SOP's.

14. Husbandry Equipment and Supplies

All food, water, bedding, enrichment devices, cage cards, cleaning materials, and various other items necessary for proper husbandry and care will be approved by ACP and provided by the PI.

15. Environmental Enrichment

The PI is responsible for complying with species-specific environmental enrichment requirements as per ACP SOP's.

16. Equipment

In addition to modifying the physical plant as required, the PI is responsible for acquiring ACP approved caging, housing, and changing equipment.

17. Sanitation

The PI is responsible for complying with species-specific sanitation requirements as per ACP SOP's. The area must be easily cleaned and sanitized. Cages must be clean with fresh bedding when brought to the satellite space. All caging and housing equipment must be cycled through typical sanitation practices, and if sanitation facilities are not present at the satellite location, it is the responsibility of the PI to assure that appropriate arrangements are made for the transport and cleaning of this equipment.

18. 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. In addition, the ACP area leader or his/her designee will observe the animals during their daily visit to the facility.

19. 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.

20. 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.

21. Required Postings

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

22. Documentation

The PI is responsible for complying with all applicable documentation requirements as per ACP SOP's. ACP personnel will verify this documentation during the daily visit by initialing the animal care room check list.

23. Drug Storage

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

24. 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.

25. Vermin Control

The PI is responsible for implementation of an effective vermin control program for the Satellite Animal Facility.

26. Census

A daily count (excluding weekends & holidays) of all animals/cages will be performed by ACP personnel.

27. 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.