**Florida Atlantic University**

**GUIDELINES FOR INITIATING SATELLITE ANIMAL FACILITIES**

The definition of a Satellite Animal Facility is the term that refers to any location where animals are housed outside the Comparative Medicine (CM)-managed Centralized Facilities for more than 12 hours for which all husbandry care and facility maintenance responsibility belongs to the principal investigator. Federal regulations state that authority and oversight of these facilities lies with the institution through the Institutional Animal Care and Use Committee (IACUC).

Approval of an Application for Animal Use and approval of a Satellite Animal Facility are two separate issues; approval of one does not ensure the approval of the other. Satellite Animal Facilities are approved in rare instances where appropriate and considerable justification has been provided. IACUC approval of a proposed satellite facility will be granted only if the environment, housing, care and oversight meet the standards of federal law, AAALAC, and current institutional policies. The process of Satellite Animal Facility approval can be lengthy, as it is dependent on several factors.

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| **Satellite Animal Facility Approval Process** |

1. **Written justification**

The approval process requires that the investigator initially submit a Satellite Animal Facility Application to the IACUC. Justification for a proposed satellite facility based on convenience, rather than scientific or need based rationale, will not be accepted. Satellite Animal Facility Applications will be reviewed at a fully convened IACUC meeting.

1. **Facility Inspection**

Upon receiving IACUC approval of Satellite Animal Facility Application, the investigator may begin coordinating an initial inspection of the proposed site. The initial inspection must include representatives from the IACUC, Environmental Health and Safety, and CM. Any issues identified during the inspection must be corrected. Once corrected the investigator may coordinate a re-inspection of the proposed site.

1. **Operations Descriptions and Procedures**

Upon receiving a clean (no identified issues) facility inspection, the investigator may submit a completed **Satellite Animal Facility Description form** as well as a **facility disaster plan** and **Satellite Animal Facility Standard Operating Procedures (SOPs)** to the IACUC for review and approval. The description and procedures must be congruent with institutional policy, as well as current Federal and [AAALAC standards.](https://www.aaalac.org/about/guidelines.cfm) Written IACUC approval of the Satellite Animal Facility Description and SOPs must be received prior to final approval of Satellite Animal Facility.

1. **Occupancy**

Once all requirements have been met, the IACUC will provide written approval for facility occupancy.

**Florida Atlantic University**

**Institutional Animal Care and Use Committee

SATELLITE ANIMAL FACILITY APPLICATION**

**APPENDIX I**

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| **I. General Information** |
| Principal Investigator (PI): | Click or tap here to enter text. |
| Department: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Phone #: | Click or tap here to enter text. |

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| (select one) |
|[ ]  Initial Request for IACUC Approval of an Investigator-Managed Satellite Animal Housing Facility |
|[ ]  Initial Request for IACUC Approval of a Comparative Medicine (CM)-Managed Satellite Animal Housing Facility |
|[ ]  Triennial Renewal Request for IACUC Approval of a Satellite Animal Housing Facility  |

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| **II. Location and Housing** |
| Campus Location: | Click or tap here to enter text. |
| Building Name:  | Click or tap here to enter text. |
| Room Numbers: | Click or tap here to enter text. |
| Animal species to be housed: | Click or tap here to enter text. |
| Maximum # of animals in this location at any given time: Click or tap here to enter text. |
| Maximum # of animal cages/tanks in this location at any given time: Click or tap here to enter text. |
| Maximum duration a single animal will be held in this area(s): Click or tap here to enter text. |
| Animals will be housed in this area: Choose an item. |
| List all person(s) who will provide care of animals in this Investigator-Managed location: Click or tap here to enter text.**Note**: Individuals must also be listed on an approved animal care and use protocol and have completed training for the appropriate specie(s). In addition, individuals must be enrolled in the Medical Monitoring Program for Animal Use (MMPAU). |

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| **III. Justification for Satellite Animal Housing Facility** |

**Provide a compelling SCIENTIFIC JUSTIFICATION for establishing this Satellite Animal Housing Facility. Include any justification for your need of an animal facility outside of centrally managed vivaria in the FAU animal care and use program. (500 word max.)**

Click or tap here to enter text.

**Provide any additional information important in the consideration and review of this request.**

Click or tap here to enter text.

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| **IV. Proposed Funding Source** |

**The following funding source(s) will be used to pay for all expenses associated with the Satellite facility including, renovations, equipment, supplies, maintenance, management and any human resources.**

Click or tap here to enter text.

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| **V. Principal Investigator Responsibility**  |

It is the responsibility of the PI to ensure that all federal and institutional requirements are implemented consistently. This covers the care and use of all animals, seven days a week including weekends and holidays.

The PI is responsible for ensuring compliance with EH&S policies for the Satellite Animal Facility space (i.e. Chemical Hygiene Plan). In addition, the PI must routinely inspect and maintain safety controls within the space (i.e. chemical fume hoods, biological safety cabinets, safety eye washes, safety showers).

Semi-annual IACUC inspections are federally mandated of each Satellite Animal Facility. Failure of the PI to meet all required expectations will result in the loss of privilege and decommissioning of the Satellite Animal Facility.

The PI is responsible for enrolling all personnel exposed to the animals in the Medical Monitoring Program for Animal Use (MMPAU). The PI must ensure that all personnel involved in animal handling are properly trained in animal care and use. Veterinary and IACUC Compliance oversight will continue as if the animals were in a CM managed facility.

The facility must meet the minimum standards as set forth by AAALAC. The PI is responsible for meeting or exceeding these standards at all times.

In each satellite facility, the Investigator must maintain daily husbandry documentation which includes the date, signature of caretaker, and a description of all completed tasks (daily observation, feed, water, cage change, etc.). These log sheets must be available in the facility at all times for audit purposes.

The PI must maintain the current approved animal protocol, the Satellite Animal Facility SOP, and the Satellite Disaster Plan in the satellite and should be reviewed annually by personnel handling animals.

All required safety signage, IACUC signage, husbandry documentation, and after-hours emergency contact information must be present in the facility.

All animals must be identified by the current IACUC approved protocol.

The PI is responsible for posting and maintaining an accurate emergency contact information sheet in the Satellite Animal Facility. The posting must include the Principal Investigator, laboratory manager and/or facility manager. Veterinary Contact information must also be posted for animal health related issues. The PI or his/her designee must be contactable at all times to respond to emergencies.

The Satellite Animal Facility must be accessible to IACUC and CM representatives at all times.

The PI is responsible for maintaining and ensuring that the Satellite Animal Facility animal holding area is secured at all times.

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, their designee, or CM Training Coordinator.

The procurement of all caging and materials such as food, water, bedding, enrichment device(s), cage cards and cleaning materials necessary for proper husbandry and care is the responsibility of the PI.

The PI is responsible for contacting facilities in the event of any environmental issues that arise which compromise the ability of the PI to maintain animals within the Satellite Facility. The IACUC is willing to assist PI’s in rectifying problems in Satellite Facilities by pressing upper administration and encouraging facilities to find solutions. However, the PI is responsible for recognizing problems and for initiating contact with FAU facilities management to correct the problem.

PI is aware all fiscal responsibilities lie with the PI and/or Department for operating and maintaining the satellite facility.

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| By signing below, the Principal Investigator acknowledges their responsibilities in operating a Satellite Animal Facility. |
| **Principal Investigator**Click or tap here to enter text. |  |

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| **VI. Required Signatures**  |
| By signing below, each individual acknowledges they have read this completed Satellite facility application and support this Investigator-Managed Animal Housing Facility. |
| **Department Chair**Click or tap here to enter text. |  |
| **Dean or Designee**Click or tap here to enter text. |  |

If scientific need is established for this requested Satellite Animal Housing Facility, the clearances listed below will be required before IACUC approval of housing animals in a PI-managed facility:

**\*Develop PI-Managed Husbandry SOP**

**\*Facility Disaster Plan**

**\*IACUC Facility Inspection**