

Guidelines for ACUC Oversight of Satellite Facilities, Study Areas, Laboratories, and other Animal Activity Areas

IC ACUCs are responsible for the inspections of satellite facilities, study areas, laboratories, and other animal activity areas where IC animals are used. At least two IC ACUC members are required to participate in the inspections. Additionally, the IC ACUC may designate other qualified individuals to participate as ad hoc inspectors. Participation by the IC ACUC nonaffiliated member(s) is strongly encouraged.

The following areas must be inspected at least semiannually:

- Satellite facilities (animals held >24 hours) approved by that IC ACUC;
- Study areas (animals held >12 hours) approved by that IC ACUC; and
- Laboratories or animal activity areas where surgical procedures are performed.

Note: if an area has not been used during the last 6 months and it is not anticipated for use in the upcoming months, it does not have to be inspected.

The remaining IC laboratories and animal activity areas (e.g., imaging areas, procedure rooms, euthanasia only sites, etc.) must be inspected at least annually.

The following list provides examples of activities that can be assessed in these areas. This is not a comprehensive list and should be reviewed and revised by each IC ACUC as needed:

- Is appropriate equipment available to perform euthanasia?
 - If CO₂ is used, is a chamber available with a flow meter and instructions for proper use?
 - Is the chamber properly sized for the CO₂ source and the instructions that are provided?
 - Is CO₂ supplied by a compressed gas cylinder (*i.e.*, no use of dry ice)?
 - If a guillotine is present, has it been properly maintained?
- If an inhalant anesthetic is used:
 - Does the open jar used for anesthesia allow for separation between the animals and the anesthetic?
 - Is appropriate scavenging equipment for gas anesthetics available?
- If present, are compressed gas cylinders properly secured?
- Are animal activity chambers/enclosures kept properly sanitized?
- Are pharmaceuticals in-date?
- Are controlled substances in-date, properly stored, and accounted for?
- Are sharps management practices appropriate?
- Is appropriate signage posted at area entry (*e.g.*, biohazard, LAAPP, etc.)?
- Is appropriate PPE available for species/activities present in the area?
- Is there a copy of the ASP(s) active in the area posted or available nearby?
- Are personnel performing animal activities conversant with content of ASP(s)?
- Are personnel familiar with procedures for receipt and disposition of animals and transport containers? If applicable, is an SOP on file?
- Are personnel familiar with procedures for the proper maintenance and cleaning of specialized equipment (*i.e.*, activity chambers, operant chambers, etc.)? Is the lab's ACUC-approved disinfection policy or SOP available for review? Have equipment disinfection testing results been collected within the past year and are they available for review?

- Are personnel familiar with the husbandry procedures that must be followed for animals held in study areas and satellite facilities? For satellite facilities, is the ASP or SOP that dictates the husbandry and animal care procedures available and being followed?
- Where surgery is being performed, is the area dedicated for this purpose when surgeries are performed and are procedures in place to minimize contamination of the site when in use? (temporary dedication of multitasked space or biosafety cabinets are acceptable)

Findings are to be reported to the IC ACUC and corrective actions, including both plans and schedules, are to be reflected in the IC ACUC's next semiannual report. The correction of those findings shall be tracked just as those deficiencies identified during semiannual reviews.

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