SATELLITE ANIMAL HOLDING ROOM RECORD

FORM COMPLETION INSTRUCTIONS

Establishing a Satellite Animal Holding Room
1. Complete the 'Satellite Room Information' and 'Establishing a Satellite Room' sections of this form.
2. Record the date of the Animal Care and Use Committee's approval of this satellite room.
3. Attach a copy of the satellite room's daily care / husbandry SOP to this application.
4. If this application involves more than one room, attach a copy of the satellite facility's floor plan to this application.
5. Enter the room's information into the Animal Research Facility - Emergency Points-of-Contact database.
6. Submit this application (electronic or paper copy) to the OACU for approval.
7. After OACU approval, a copy of this completed application will be returned to the responsible ACUC and forwarded to the RPMO/ORF.

Decommissioning a Satellite Animal Holding Room
1. Complete the 'Satellite Room Information' and 'Decommissioning a Satellite Room' sections of this form.
2. Submit the decommissioning record (electronic or paper copy) to the Office of Animal Care and Use.
3. After OACU review, a copy of this satellite decommissioning record will be returned to the responsible ACUC and to the RPMO, ORF.

SATELLITE ROOM INFORMATION

Building:	Room:	Institute/Center:

Species to be Housed:

Expected Occupancy Date:

Frequency of Use (check box):   Daily ☐   Intermittent ☐   Infrequent ☐

Satellite Room Manager:	Work Phone#:	Emergency Phone#:

ESTABLISHING A SATELLITE ROOM

Date Animal Care and Use Committee approved designating this room as a satellite animal holding room:

Date application was approved by Director, Office of Animal Care and Use:

DECOMMISSIONING A SATELLITE ROOM

Date satellite room was decommissioned by the Animal Care and Use Committee:

Date satellite room decommissioning application was received by Office of Animal Care and Use:

(Table above accepted by the APD Committee on June 4, 2012)

(Box below inserted by OACU, August 18, 2014)

Special Equipment, Animals, and/or Conditions: