

Guidelines for ACUC Oversight of Animal Activities in Satellite Facilities, Study Areas, Laboratories and Special Procedure Areas

1. The following areas **must** be inspected semiannually by at least two members of the ACUC:

- Satellite facilities (animals held > 24 hours) approved by that IC ACUC
- Study areas (animals held > 12 hours) approved by that IC ACUC
- Laboratories or animal activity areas where “experiments inclusive of surgical manipulation” are performed.

2. The remaining IC animal activity areas (laboratories, imaging areas, euthanasia-only sites, etc.) should have at least one member of the ACUC (an agent of the ACUC) visit at least annually.

3. Examples of activities, if applicable, that can be assessed in satellite facilities, study areas, laboratories and other special procedure areas:

- Is appropriate equipment available to perform euthanasia?
 - If CO₂ is used, is a chamber available with a flow meter and instructions for proper use? Have they discontinued the use of dry ice?
 - If a guillotine is present, has it been properly maintained?
- If present, are O₂ and CO₂ tank(s) properly secured?
- Is appropriate scavenging equipment available?
- Are animal activity chambers/enclosures kept properly sanitized?
- Are controlled substances in-date, properly stored, and accounted for?
- Are sharps management practices appropriate?
- Is appropriate signage posted at area entry, i.e. biohazard, LAAPP, etc.?
- Is appropriate PPE available for species/activities present in the area?
- Are workers at potential risk due to animal exposure enrolled in AESP?
- Is there a copy of the ASP(s) active in that lab 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.? If applicable, is an SOP on file?
- Are personnel familiar with procedures for the husbandry procedures followed for animals held in study areas and satellite facilities? If applicable, is an SOP on file?
- Are controlled substances used? Are they managed appropriately?

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

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