

Guidelines for ACUC Oversight of Satellite Facilities, Study Areas, Laboratories and other Animal Activity 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 surgical procedures are performed.

2. The remaining IC laboratories and animal activity areas (imaging areas, procedure rooms, 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 all these areas. This is not a comprehensive list and should be reviewed and revised by each ACUC if 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? 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 for gas anesthetics available?
 - Are animal activity chambers/enclosures kept properly sanitized?
 - Are pharmaceuticals in-date? Are chemical-grade materials in use for compounds for which pharmaceutical preparations exist?
 - 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 AEP?
 - 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 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? (note: temporary dedication of multitasked space or biosafety cabinets are acceptable)

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.

Approved - 11/21/02

Revised – 05/16//07, 02/13/08, 01/13/10, 05/09/12