



Institutional Animal Care and Use Committee (IACUC) Satellite Animal Facility Standard Operating Procedures (SOP)

1.0 SOP Purpose

The purpose of this SOP is to provide guidance to Principal Investigators (PIs) to facilitate development of a detailed written Standard Operating Procedure (SOP) for proposing and maintaining a compliant Satellite Animal Facility (SAF).

2.0 To Whom the SOP Applies

This SOP applies to all individuals housing animals outside of the animal facility at Brown University.

3.0 SOP Statement

The PI's SAF SOP must address each topic below in sufficient detail to be understood by the range of readers who will review and/or implement the procedures, including, but not limited to, laboratory personnel, Center for Animal Research and Education (CARE) personnel, and Environmental Health and Safety personnel. If a topic area is not applicable, the PI must provide an explanation regarding why it is not applicable to the SAF. The SAF SOP must be approved by the IACUC and by the Attending Veterinarian (AV) and is subject to periodic re-review by the IACUC as part of its post-approval monitoring program and if concerns or noncompliance arise.

3.1 Physical Plant

The SAF must meet standards that adhere to IACUC policies, AAALACi accreditation guidance, and federal laws, policies and guidance. The IACUC advises that the PI review the Office of Laboratory Animal Welfare (OLAW) animal facility checklists when creating the SAF SOP. These checklists help ensure that the SAF meets standards set forth in Brown's OLAW Assurance (related to funding agency expectations), Brown's AAALACi program description, and the United States Department of Agriculture (USDA) Registration requirements. The PI is responsible for meeting established standards and complying with the SAF SOP at all times.

3.2 SAF Accessibility

The SAF must be accessible at all times to the IACUC, Center for Animal Resources and Education (CARE) representatives (or designees), and other personnel that may need access in the case of an emergency. The SAF PI **must** provide a method (i.e., keys, entry codes) to give the veterinary staff access to animals in the facility.

3.3 Animal and Personnel Security

The PI is responsible for ensuring that the SAF area is secured at all times and must explain in the SAF SOP the security measures that will be implemented and any limits to security.



3.4 Biosecurity

Animal entry or departure from the SAF must be in accordance with IACUC, CARE, and other local policies, as applicable. If the PI wishes to bring an animal from the SAF to any other facility, this must be described in the animal use protocol and in the SAF SOP, and approved by the IACUC. The PI must provide a detailed description of potential biosecurity concerns and how they will be mitigated if animals, personnel, caging, equipment, and related items are transported outside the SAF.

3.5 Compliance with SAF SOP and Creation of a Disaster Plan

The PI is responsible for creating and maintaining an SAF SOP that reflects currently approved activities, and may also create additional SOPs related to animal activities. All SOPs must be present in the SAF and used for training personnel conducting animal activities. Additionally, the PI is responsible for creating and maintaining a written disaster plan for the SAF that is distinct from, but may coordinate with, CARE's disaster plan. The PI may request a copy of the CARE disaster plan for reference.

3.6 Animal Room Daily Check List

Each day an animal is held in the SAF, an animal/room daily check list must be posted and completed by the research team. These records must be retained for three years from the date of entry and made available for inspection by the IACUC, federal regulatory agencies, site visitors from AAALACi, and for any post-approval monitoring visits. Examples of daily check lists and associated guidance can be provided by CARE upon request.

3.7 Animal Identification

All animals must be identified at the cage or pen level with a current IACUC-approved protocol number, on a CARE-provisioned or similar animal identification cage card, or other method approved in the corresponding IACUC protocol. Animal management records must be maintained and include any additional identifying information, such as individual IDs and dates of animal entry into facility.

3.8 Personnel Training

It is the responsibility of the PI to ensure that each person providing care for animals in the SAF is adequately trained by the PI, CARE staff, and CARE veterinarians or their designees, in accordance with the SAF's SOPs, the IACUC-approved protocol, and the [IACUC's Training and Education Policy for Working with Laboratory Animals](#)

3.9 Occupational Health and Safety

The PI is responsible for ensuring the safety of personnel by verifying their enrollment in the Brown University Occupational Health and Safety Program, ensuring incident reports are filed in an accurate and timely manner, and following related requirements and recommendations of local, state, and federal oversight entities.

3.10 Husbandry Equipment and Supplies

All caging and materials such as food, water, bedding, enrichment device(s), cage cards, and cleaning materials necessary for proper husbandry and care must be approved by the IACUC



through inclusion in the animal care and use protocol. The PI is responsible for ensuring that the aforementioned caging and materials are obtained. Storage should be limited to items necessary for housing and feeding the animals. Stored materials must be kept in sealed plastic containers and any cardboard packaging must be discarded. The milling date or date of expiration must be clearly indicated on all stored food, and all short-term or consumable items must be discarded by the expiration date. There must be a written, executed agreement between the PI and CARE that outlines expectations when materials are borrowed for the SAF from a CARE facility.

3.11 Sanitation

The PI is responsible for providing species-specific sanitation for the facility per CARE requirements and recommendations. The facility must be easily cleaned and sanitized. Use of any porous product is discouraged to ensure proper cleaning and disinfection. All products used must be easily sanitized.

3.12 Health Reporting

All animals must be checked daily, including on weekends and holidays, by the PI or a named designee(s) and reported to the AV per the daily health check requirements and procedures.

3.13 Veterinary Care

All veterinary care for animals in the SAF must be provided by a CARE veterinarian or IACUC-approved veterinary designee.

3.14 Emergency Contacts and Procedures

The PI is responsible for maintaining and posting accurate emergency contact information in the facility and must promptly update CARE and the IACUC with any changes. The posting must include the contact information for the PI, additional lab contacts, the AV, any additional named veterinary staff, CARE, and the IACUC. The PI or the named designee(s) must be reachable at all times to respond to animal or facility emergencies.

3.15 Documentation

The following documents must be available in the SAF at all times:

- Current IACUC protocol number at the cage or pen level
- A copy of the current IACUC-approved protocol
- The SAF SOP(s)
- All required safety signage from Brown Environmental Health and Safety (EHS)
- An up-to-date animal welfare concerns reporting posting
- The room/animal daily check list
- Current emergency and after-hours contact list

3.16 Recordkeeping

The PI is responsible for complying with all applicable documentation and recordkeeping requirements in accordance with the *Guide for the Care and Use of Laboratory Animals*, local and federal regulations, and Brown policies.

3.17 Drug Storage



Drugs and related consumables must be used prior to their expiration date and stored according to all applicable rules and regulations, including EHS requirements.

3.18 Hazards

The PI is responsible for complying with EHS and all other applicable rules and regulations regarding any physical, radiation, biological and chemical hazards. The PI is responsible for notifying all facility and laboratory personnel and the IACUC of any hazards present in the SAF, and assuring that all personnel are properly trained for the present or potential hazards.

4.0 Definitions

For the purpose of this SOP, the terms below have the following definitions:

Satellite Animal Facility (SAF): An IACUC-approved animal facility maintained primarily by an investigator, and outside of direct CARE and IACUC oversight, in which animals are housed for greater than 12 hours (USDA species) or 24 hours (non-USDA covered species). Facilities outside Brown-owned or controlled spaces that are used for live animal procedures are also considered Satellite Animal Facilities.

5.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with it and following this. Animal research program stakeholders (IACUC, CARE, ARC) are responsible for promoting the understanding of this document and for taking appropriate steps to help ensure adherence to it.

6.0 Consequences for Violating this Document

Violation of this document may be considered a serious event of noncompliance that is reportable to the IACUC, funding and accrediting agencies, as well as other regulatory agencies. Violations of this document are a serious matter that may adversely affect both the ability to perform animal work and acquire funding sources.

7.0 Related Information

Brown University is a community in which employees are encouraged to share workplace concerns with University leadership. Additionally, [Brown's Anonymous Reporting Hotline](#) allows anonymous and confidential reporting on matters of concern online or by phone (877-318-9184).

The following information complements and supplements this document. The information is intended to help explain this document and is not an all-inclusive list of policies, procedures, laws and requirements.

7.1 Related Policies/Directives/SOPs:

- Satellite Animal Facility Directive

7.2 Related Procedures: N/A

7.3 Related Forms:

7.4 Frequently Asked Questions (FAQs): N/A

7.5 Other Related Information: References:

- [OLAW Facility Checklists](#)
- [AAALACi Accreditation Requirements](#)

8.0 Document Owner and Contact



BROWN

8.1 Owner: IACUC

8.2 Approved by: IACUC

8.3 Subject Matter Contact: Brown University Animal Research Compliance (ARC)

- Telephone: 401-863-3050
- Email: IACUC@Brown.edu

9.0 Document History

9.1 Effective Date: August 26, 2020

9.2 Last Reviewed: October 6, 2023

9.3 Update/Review Summary: This document is not new, it was converted out of University format and reviewed by the IACUC at its March 3, 2023 meeting.

- Section 6.3 was updated on December 2, 2020, to reflect a new office title. This SOP was converted to the University's new SOP template and reviewed by the IACUC at its convened meeting on April 3, 2020.
- Formatting updates and minor changes on October 6, 2023