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| Institutional Animal Care and Use Committee | | UNTHSC |
| Title: Housing Animals Outside the Vivarium >12 Hours | | |
| Document #: 024 | Version #: 01 | |
| Approved by IACUC Date: March 25, 2014 | | |

A. BACKGROUND INFORMATION

- a. The *Guide for the Care and Use of Laboratory Animals* states that animals should be housed in facilities dedicated to or assigned for that purpose and should not be housed in laboratories merely for convenience. Research animals may not be housed outside of the vivarium for more than 12 hours unless justified in an animal use protocol and approved by the IACUC. Animals found in the lab without proper authorization can result in the loss of vivarium access or protocol suspension.
- b. The AWARs (§2.31, c, 2) require that any location where animals are housed for more than 12 hours must be inspected by the IACUC at least once every 6 months.
- c. The PHS Policy (III, B) states that “a satellite facility is any containment outside of a core facility or centrally designated or managed area in which animals are housed for more than 24 hours.”
- d. In order to comply with the federal requirements (USDA AWARs §2.33(b) (3)) and the *Guide*, p. 74), animals must be observed daily, including weekends and holidays, by qualified personnel to assess their health and well-being.

B. RESPONSIBILITIES

- a. The Principal Investigator is responsible for following the guidelines listed in this guidance document.
- b. The IACUC is responsible for reviewing protocol applications and labs that may be used by the PI for housing animals outside of DLAM for more than 12 hours.

C. PROCEDURES

- a. To request housing of animals outside of DLAM for more than 12 hours, the following items must be addressed for consideration and approval by the IACUC:
 - i. The request for housing outside of DLAM must be described in the animal use protocol application. A justification must be provided to explain why the animals must be housed outside of DLAM. The justification will be reviewed by the IACUC at a convened meeting during protocol review.
 1. Approval is contingent on the necessity of the use of non-DLAM space, protocol justification, and suitability of the proposed

location. Justification must be current with the objectives and design of the approved protocol and will be reviewed annually.

- ii. A subcommittee consisting of representatives from the IACUC and/or DLAM will visit the proposed lab space. The subcommittee will review the site for:
 - 1. Appropriate space for holding animals
 - 2. Adequate safety provisions
 - 3. Effective security
 - iii. Facilities Management must be contacted to perform a Heating, Ventilation, and Air Conditioning (HVAC) assessment for appropriate air flow measurements. Air changes per hour in the room must be acceptable according to current regulations.
- b. Requirements for PI-managed housing:
- i. The room must be kept in the temperature and humidity range for the species being housed. For rodents, the recommended temperature range is 68 - 79°F and the acceptable range of relative humidity should be 30% to 70%. The temperature and humidity must be monitored and recorded daily. A monitoring system must be in place that will contact someone if the temperature in the lab goes out of range.
 - ii. Light cycles in the room must be on a timer and set to the standard 12:12 cycle unless special lighting is required and justified in the protocol.
 - iii. The Principal Investigator will assure that staff is available and sufficiently trained to perform health, food, and water checks daily, including weekends and holidays. These checks must be recorded every day when the space is occupied. DLAM must be contacted if there are any health concerns while the animals are housed in the lab.
 - iv. If feed or other supplies are kept in the lab, they must be appropriately stored in labeled, dated, lidded, in leak-proof containers and used within the expiration date.
 - v. DLAM Vet Staff must be granted keys or an access code (key request signed by the PI's department head) to the room in case of emergency or in order to check the health status of the animals. Veterinary staff may visit the lab at any time.
 - vi. The animal housing log (or similar lab-created log that includes the same information) must be completed when animals are present in the laboratory (see attachment).
 - 1. The date is entered when animals arrive in the lab.
 - 2. Each day the animals are present, a check of their bedding, food and water is done. A health check is also done.
 - 3. Temperature and humidity must be documented.

4. The person making the observations will enter their initials.
5. The name and number of personnel responsible for the animals should be listed in case of an emergency.

D. ATTACHMENT

- a. Laboratory Animal Housing Log

E. REFERENCES:

- a. APHIS, USDA Animal Welfare Act Regulations, January 1, 2009.
- b. Institute of Laboratory Animal Resources (2011). *Guide for the Care and Use of Laboratory Animals*. National Academy Press, Washington, D.C.
- c. PHS Policy on Humane Care and use of Laboratory Animals. NIH, Office of Laboratory Animal Welfare. Revised August 2002.

Laboratory Animal Housing Log

Principal Investigator: _____ Protocol #: _____ Room #: _____

| Date | Bedding, Food, Water Checked (✓) | Animal Health Checked (✓) | Temperature (°F) | Humidity (%) | Initials | Comments |
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In case of emergency, please contact: _____ Phone number: _____