

# Satellite Housing Area Description

## Reminders:

- Animals must be observed and monitored at least once daily.
- The justification for keeping rodents within a non-RRF space longer than 12 hours must be detailed in the “Special Housing” section of the *Proposal* (item IX.D. [old form] or Section 7 [new form]). *Keeping of animals in laboratories or satellite facilities for reasons other than those procedures approved by the IACUC is prohibited.*
- The RRF Veterinarians must retain independent access to the area.
- The names and contact numbers (including emergency contact numbers) for individuals responsible for animal observations in the area must be posted. *Note that RRF veterinary care staff must be notified immediately of veterinary medical issues (abnormalities including illness, abnormal behavior, or mortality).*
- Light cycles should be controlled and correspond to the same on-and-off cycle as the vivarium of origin.
- The date the cage entered the room and the date the cage was returned or the animals were euthanatized must be noted on a cage card. If all cage occupants are euthanatized, these cage cards must be retained for at least 3 years and made available to the IACUC and RRF for review.
- An addendum to the SHAD must list all pertinent IACUC-approved *Proposals*.
- This SHAD should be updated and revised as often as necessary but at least every three years.

## Facility(ies) Description

### 1. Personnel Responsible for Animal Care.

Name	Work Contact Number	Emergency Contact Number

(To add rows, place cursor in bottom-right cell and press TAB.)

### 2. Room Identification.

Building	Room No.	Estimated Area Used (ft <sup>2</sup> ) for Housing	Estimated Area (ft <sup>2</sup> ) Used for Support

(To add rows, place cursor in bottom-right cell and press TAB.)

3. **Room Description.** In the space below, describe the finishes/materials used in the room(s) listed above, including floors, walls, doors, and ceilings. Surfaces should be maintained to enhance sanitation practices.

**4. Emergency Power.**

a. What systems in the rooms listed above are equipped with emergency power?

b. If HVAC systems are not equipped with emergency power, then describe your plans for responding to power outages and other support system failures.

**5. Lighting system(s).** Describe lighting system(s) for the animal housing rooms, including estimated light intensity, spectrum, photoperiod (light:dark), construction features (e.g., water resistance), and control (e.g., automatic versus manual, phasing). For systems automatically controlling photoperiod, override mechanisms should be described. Exterior and interior windows should be opaque or red-filtered.

**6. Safety Features.** Describe safety features of the areas, including electrical hazard safety and physical hazards.

**7. Security.** Describe security measures used in the area.

**8. Pest Control.** Describe pest control programs supporting and/or affecting the housing room(s).

**9. Heating, Ventilation, and Air-Conditioning (HVAC) System.** *Note: if more than one room is included in this Description, then a completed "AAALAC HVAC System Summary Form" must be attached.*

- a. Is supply air 100% fresh and is exhaust air 100% exhausted (i.e., not recirculated)?**  Yes  No

If "No," then in the space below please describe the source of air supply (including %) and describe how much (%) and to where exhaust air is returned. [[Link to AAALAC FAQ regarding use of recycled air](#)]

- b. Describe any treatment of the supply air (filters, absorbers, etc.) in the space below.**

- c. What is the room ventilation rate (in room air changes per hour)?** \_\_\_\_\_

*Note:* If static microisolator cages are used, room air exchange rate should exceed 10 air changes per hour. If individually-ventilated cage systems are used, air exchange rate should be adequate to support temperature and relative humidity in Guide-recommended ranges and prevent odor escape into surrounding areas.

- d. Is the room relatively negative with respect to the surrounding areas?**  Yes  No

If "No," please explain in the space below:

- e. Is relative humidity controlled in this room?**  Yes  No

- f. Will the room (or cage) be maintained within Guide-recommended temperature (+/-2°F with a set-point between 70-72°F) and relative humidity (30-70%) ranges?**  Yes  No

If "No," please explain in the space below:

- g. Is the room equipped with a means of monitoring temperature and notifying personnel in the event that critically high or low temperature (+/-7°F from set-point) is reached?  Yes  No

If "No," please explain in the space below:

- h. Will the HVAC equipment performance be evaluated at least annually?  Yes  No

If "No," please explain in the space below:

- i. Provide the date of the last assessment of the HVAC system (e.g., used to calculate the air exchange rate for question "c" above).

### Primary Enclosures

1. Will standard RRF-provided caging be used?  Yes  No

If "Yes," proceed to question 2. If "No," please complete the following table for **each** special primary enclosure (cage) used:

Name / Identifier <sup>1</sup>	Species Housed	Composition <sup>2</sup>	Length <sup>3</sup>	Width <sup>3</sup>	Area <sup>3</sup> (LxW)	Height <sup>3</sup>

(To add rows, place cursor in bottom-right cell and press TAB.)

<sup>1</sup>Create a name/identifier for reference.

<sup>2</sup>Provide a brief description of the materials used in construction (e.g., Nalgene, polysulfone, glass).

<sup>3</sup>Provide units (inches or centimeters).

2. Will the maximum density meet Guide space recommendations?  Yes  No

In other words, will each animal be provided the space recommended by the Guide when housed simultaneously in the enclosure/cage?

If “No,” please explain in the space below, and describe the performance criteria used to determine the appropriateness of the space allowance:

3. Are all instances of individual housing described and justified in the IACUC-approved Proposal?  Yes  No

If “No,” then a modification to each *Proposal* must be submitted for IACUC review and approval. The Proposal should also include a description of any elements used within the primary enclosure to enhance animal well-being (e.g., environmental enrichment) while individually-housed.

## **Husbandry Practices**

1. Will all animal husbandry, including daily observations and cage-changing be provided by RRF staff in accordance with RRF Standard Operating Procedures?  Yes  No

If “No,” please describe who (laboratory vs. RRF personnel) will be responsible for conducting daily observations, cage-changing, and other husbandry practices in the space below.

2. Will laboratory staff be responsible for any husbandry practices?  Yes  No

a. Please confirm the following:

- All animals will be checked daily, including weekends and holidays. This will be recorded.
- The laboratory has defined methods of contacting animal care and/or veterinary personnel in case of an emergency.
- All personnel responsible for observing the animals have been trained to recognize signs of pain, distress, infection, and other illnesses in the species housed, and have been instructed to contact veterinary staff for assistance upon recognizing any such signs.

- b. Will clean cages be obtained from the RRF as complete “kits” and cages changed “in toto,” thus precluding the need to store feed, water, and/or bedding?  Yes  No

If “No,” please explain in the space below. Include details such as storage of caging, feed, bedding, and water (including locations).

Please describe the source, treatment, and method of providing drinking water in the space below:

**c. Please confirm the following:**

- Daily log forms will record animal census (for mice by cage, for rats by animal) for each separate *Proposal* number.
- Daily log forms will record the maximum and minimum temperature and relative humidity reached in the previous 24 hours, taken adjacent to the area of animal cage holding.
- Daily log forms will verify checking of feed, water, and an assessment of animal health.
- Daily log forms will record any animal abnormalities noted, including illness, abnormal behavior, or mortality. *RRF veterinary care staff will be notified immediately of such issues.*
- All records will be retained for at least 3 years and will be made available to the IACUC and RRF for review.

**Attachment:**

AAALAC Program Description Template, HVAC System Summary.