



IACUC Guidance:	TAMU-G-005	Title:	Guidelines on the Use of Satellite Locations
	Location	Effective Date	Review By
	College Station/Dallas/Galveston/Kingsville	10/20/2022	03/31/2025
	Houston	05/01/2022	03/31/2025

1. PURPOSE

- 1.1. To provide requirements for the use of PI managed satellite locations.

2. SCOPE

- 2.1. Applies to live animals held for more than 12 hours (USDA regulated) or 24 hours (non-USDA regulated) in PI managed spaces (buildings, rooms, areas, enclosures, etc.) located outside of the primary housing location; including wild species removed from their natural habitat.

3. RESPONSIBILITY

- 3.1. The **IACUC** and **AV** are responsible for reviewing and approving the use of PI managed satellite locations; including the appropriateness of the location for the species and activities proposed.
- 3.2. The **IACUC** is responsible for providing ongoing oversight of all activities with live vertebrate animals falling under the oversight of a Texas A&M University IACUC, including the location where the activities occur.
- 3.3. The **AV** is responsible for including satellite locations in the program of veterinary care.
- 3.4. The **PI** is responsible for complying with this Guidance and any additional IACUC requirements related to the utilization of the satellite location and/or animal activities occurring therein; describing and justifying the use of a satellite location in the AUP (IACUC approval must be secured prior to use).

4. DEFINITIONS AND/OR ACRONYMS

- 4.1. **ACUP:** Animal Care and Use Program. Comprises all activities related to research, teaching and testing conducted by and at an institution that have a direct impact on the well-being of animals, including animal and veterinary care, policies and procedures, personnel and program management and oversight, occupational health and safety, IACUC functions, and animal facility design and management.
- 4.2. **Ag Guide:** Guide for the Care and Use of Agricultural Animals in Research and Teaching. Primary reference document for meeting the needs and requirements of agricultural animals utilized in research and teaching.
- 4.3. **AUP:** Animal Use Protocol. Document submitted by the PI indicating the housing and research procedures involving animals.
- 4.4. **AV:** Attending Veterinarian. Individual designated by Texas A&M University to fulfil the regulatory role of AV. May also describe veterinary staff who report directly to, and have delegated authority from, the AV.
- 4.5. **AWAR/AWR:** Animal Welfare Act Regulations. Also known as Animal Welfare Regulations. Regulations administered by the United States Department of Agriculture (USDA). USDA Animal Care, a unit under the Animal and Plant Health Inspection Service, administers the Animal Welfare Act (AWA) and associated Animal Welfare Act Regulations.
- 4.6. **AWO:** Animal Welfare Office. Supports the IACUC administratively.
- 4.7. **Biosafety Program:** Supports the IBC administratively.
- 4.8. **Centralized Housing Model:** For the purposes of this document, means housing facilities that are managed singly or in combination by centrally administered support service (vivaria) or core support staff, dedicated college or departmental staff, and/or PI staff and/or AUP personnel.
- 4.9. Centrally administered support service for animal research and teaching programs at Texas A&M University:
 - 4.9.1. **ARU:** Animal Resource Unit supports the College of Dentistry vivarium
 - 4.9.2. **CMP:** Comparative Medicine Program supports the Texas A&M College Station campus
 - 4.9.3. **PAR:** Program for Animal Resources supports the Institute of Biosciences and Technology vivarium



- 4.9.4. **PRF:** Pharmaceutical Research Facility supports the Kingsville Pharmaceutical Science vivarium
- 4.9.5. **Sea Life:** The Sea Life Facility supports the Galveston campus
- 4.10. **Core Support:** Individuals performing professional activities such as husbandry or technical services as a function of a dedicated service organization.
- 4.11. **EHS:** Environmental Health and Safety Department
- 4.12. **(The) Guide:** The Guide for the Care and Use of Laboratory Animals. Primary reference document for meeting the needs and requirements of animals used in biomedical research. The PHS Policy requires institutions to use the Guide as a basis for developing and implementing an institutional program for activities involving animals.
- 4.13. **IACUC:** Institutional Animal Care and Use Committee. Institutional body responsible for ensuring adherence to federal regulation and institutional policy relating to the care and use of animals in teaching, testing and research. Appointed by the Institutional Official.
- 4.14. **Indoors:** For the purposes of this document, means a structure or building with environmental controls (temperature) and a continuous connection between the roof, floor (in the form of a foundation) and walls.
- 4.15. **Macro-environment:** The physical environment of the secondary enclosure or space outside of the immediate animal enclosure (e.g., room, barn, outdoor enclosure, etc.)
- 4.16. **Micro-environment:** The immediate physical environment surrounding the animal (i.e., the environment in the primary enclosure such as the pan, cage, pen, run, or stall).
- 4.17. **PHS:** Public Health Service. Federal agency under the United States Department of Health and Human Services responsible for oversight of the PHS Policy.
- 4.18. **PHS Assurance:** PHS Welfare Assurance. Document executed by OLAW which describes the institution's compliance with PHS Policy; and is required to receive direct or indirect PHS funds through a grant or contract award.
- 4.19. **PHS Policy:** PHS Policy on Humane Care and Use of Laboratory Animals. Federal policy established by the Health Research Extension Act of 1985 and administered by OLAW.
- 4.20. **PI:** Principal Investigator. The individual who has ultimate administrative and programmatic responsibility for the design, execution, and management of a project utilizing vertebrate animals.
- 4.21. **PI Managed:** For the purposes of this document, means a location where oversight and management is performed by an individual PI or PIs, rather than a centrally administered support service or core support unit.
- 4.22. **Sanitation:** Is the maintenance of environmental conditions conducive to health and well-being.
- 4.23. **Satellite Location:** PI managed building, room, area, enclosure, or other containment where animals are housed or held outside of the primary housing location for over 12 hours (USDA regulated species) or 24 hours (non-USDA regulated species).
- 4.24. **(Semiannual) IACUC Inspection:** The inspection, at least semiannually, of the institution's animal facilities, satellite housing and animal study areas where surgery occurs.
- 4.25. **SOP:** Standard Operating Procedure
- 4.26. **TAMU:** Texas A&M University
- 4.27. **USDA:** United States Department of Agriculture. USDA Animal Care, a unit under the Animal and Plant Health Inspection Service, administers the Animal Welfare Act (AWA) and associated Animal Welfare Act Regulations (AWAR).
- 4.28. **USDA Regulated:** Species or activities which fall under the AWA/AWAR.
- 4.29. **Wild Species:** A free-roaming animal of a nondomestic species.
- 4.30. **Wild Species (USDA):** Any animal which is now or historically has been found in the wild, or in the wild state, within the boundaries of the United States, its territories, or possessions. This term includes, but is not limited to, animals such as: deer, skunk, opossum, raccoon, mink, armadillo, coyote, squirrel, fox, wolf, etc.

5. GUIDELINES OR PROCEDURE

5.1. Background

- 5.1.1. The TAMU ACUP utilizes a centralized housing model for the Dallas, Galveston, Houston and Kingsville campuses, and a decentralized animal housing model for College Station.
- 5.1.2. It is the general expectation of the IACUC that animals removed from the housing facility/location for survival research or teaching activities, be returned whenever possible to a housing facility, rather than maintaining the animals in a PI managed satellite location.
- 5.1.3. All animals within the TAMU ACUP fall under the oversight of the AV and are included in the program of veterinary care.

5.2. Satellite Location Requirements

- 5.2.1. The use of a satellite location must be described in the AUP
- 5.2.2. The location must conform to the same standards as for housing locations as per federal regulation
 - 5.2.2.1. Departures from the *Guide*, Ag Guide, and/or exceptions from the AWR must be described in the AUP. A review of Section 9 “Satellite Housing” from TAMU-C-002 may be helpful in identifying potential departures and/or exceptions.
- 5.2.3. The PI is responsible for maintaining SOPs for the care and maintenance of animals in the satellite location (see the REFERENCES section for a list of sample SOP templates)
 - 5.2.3.1. SOPs must contain at a minimum descriptions of the type of housing used, environmental conditions of the macro-environment for animals other than fish-embryos (temperature, humidity, lighting, air exchanges if indoors and not aquatic species, security of location), daily care, environmental and health monitoring, provisions for veterinary care and a contingency plan for emergencies. The SOP should also address cleaning and sanitation procedures and schedules for the micro and macro-environment for animals held greater than seven (7) days.
 - 5.2.3.2. SOPs must be attached to the AUP submission, easily accessible within the satellite location and available for review upon request
- 5.2.4. Care of animals, health monitoring and environmental monitoring (in-door facilities only) must be performed daily, including weekends and holidays. Records of daily care and monitoring must be easily accessible for review upon request (see the REFERENCES section for a list of sample daily care templates).
 - 5.2.4.1. Additional health monitoring (at least weekly) to be performed by the applicable centrally administered support service for animals maintained in a satellite location for seven (7) days or greater
- 5.2.5. Veterinary care must be provided by the AV (or designee), and/or the veterinarian indicated in the AUP if other than the AV
- 5.2.6. Animals must be identified individually or in groups as described in TAMU-G-014, unless otherwise described in the AUP
- 5.2.7. Individuals providing care for the animals must be trained to perform duties required as described in TAMU-G-029
- 5.2.8. Sanitation of the satellite location, and animal related equipment must be performed as described in TAMU-G-026, as applicable, unless otherwise described and justified in the AUP
- 5.2.9. For animals housed indoors:
 - 5.2.9.1. The light cycle, temperature and humidity in the satellite location must match the primary housing location, unless otherwise described as an exception in the AUP
 - 5.2.9.2. A minimum of 10-15 fresh-air exchanges must occur in the satellite location, unless otherwise described as an exception in the AUP (excludes aquatic species)
- 5.2.10. Feed and bedding must be stored as described in TAMU-G-019, unless otherwise described in the AUP
- 5.2.11. Enrichment should be provided as described in TAMU-G-012 or TAMU-G-027, as applicable, unless otherwise described in the AUP
- 5.2.12. Vermin control should be appropriate to the pest and humane

- 5.2.13. Adequate security measures for the satellite location must be developed and implemented to ensure protection of animals and staff.
- 5.2.14. Entry access to the satellite location must be available to the IACUC, AV (or designee), AWO and primary housing location staff, federal inspectors and accrediting body site visitors (when applicable).

5.3. Approval of Satellite Locations

- 5.3.1. All satellite locations must be approved by the AV and IACUC prior to use. Approval of a satellite location will be based on a demonstrated need to maintain animals outside of the primary housing location for scientific purposes. Convenience or cost savings are not considered a demonstrated need.
- 5.3.2. New satellite locations must undergo an initial inspection by the IACUC or designee prior to approval. Once approved, satellite locations are incorporated into the schedule for IACUC semiannual inspection.
- 5.3.3. IACUC approval may be withheld or withdrawn if the location is determined to be inappropriate for the species or activities performed.

6. EXCEPTIONS

- 6.1. The PI may request an exception to the above standards by describing the departure in the AUP

7. REFERENCES, MATERIALS, AND/OR ADDITIONAL INFORMATION

7.1. References

7.1.1. OLAW:

7.1.1.1. [PHS Policy on Humane Care and Use of Laboratory Animals](#)

7.1.1.2. [Guide for the Care and Use of Laboratory Animals](#)

7.1.1.3. FAQ: [Should the IACUC inspect laboratories or other sites where investigators use animals?](#)

7.1.2. USDA:

7.1.2.1. [Animal Welfare Regulations 9 CFR Ch.1 Subpart C § 2.31](#)

7.1.2.2. [Animal Welfare Inspection Guide](#)

7.1.3. American Society of Animal Science: [The Guide for the Care and Use of Agricultural Animals in Research and Teaching](#)

7.2. Resources (requires TAMU authentication): <https://rcb.tamu.edu/animals/guidance>

7.2.1. Sample SOP Templates:

7.2.1.1. TAMU-F-023 Housing SOP - Small Mammal Species

7.2.1.2. TAMU-F-025 Housing SOP - Aquatic Species

7.2.1.3. TAMU-F-027 Housing SOP - Zebrafish Larvae

7.2.2. Sample Daily Care Templates:

7.2.2.1. TAMU-F-024 Daily Animal Care Assessment Log – Small Mammal Species

7.2.2.2. TAMU-F-026 Daily Animal Care Assessment Log - Aquatic Species

7.2.2.3. TAMU-F-028 Daily Animal Care Assessment Log - Zebrafish Larvae

7.2.3. TAMU-C-002 Inspection Checklist - PI Locations

7.2.4. TAMU-G-012 Suggestions for Environmental Enrichment of Agricultural Species

7.2.5. TAMU-G-014 IACUC Guidelines for the Identification of Research Animals

7.2.6. TAMU-G-019 IACUC Guidelines on Feed & Bedding Storage

7.2.7. TAMU-G-026 Guidelines for the Evaluation of Sanitation Practices

7.2.8. TAMU-G-027 Guidelines on Environmental Enrichment, Single Housing of Social, Biomedical Species Housed Indoors

7.2.9. TAMU-G-029 IACUC Guidelines for Animal Protocol Participation and Handling

7.3. Acknowledgements



7.3.1. This document was partially prepared using materials obtained by Boston University, University of California San Francisco, and Oregon State University

8. HISTORY

Effective Date	Version #	Description
04/01/2022	000	College Station/Dallas/Galveston: New document reviewed and approved via email
05/01/2022	001	Houston/Kingsville: New document reviewed and approved via email
10/20/2022	002	College Station/Dallas/Galveston/Kingsville: Merging of Kingsville animal care and use program with College Station/Dallas/Galveston.