



# Florida State University

## Policy on Housing Animals in Laboratories

As a general practice, vertebrate animals will normally be held for less than 12 hours outside LAR animal housing facilities and should be returned to LAR facilities at the end of the workday. Under specified and IACUC-approved conditions, animals may be housed outside LAR animal housing facilities.

**The IACUC defines satellite housing as any area outside LAR standard animal housing facilities where animals are left overnight unattended or held for a period greater than 12 hours.**

Satellite housing areas must comply with the same regulatory standards as animal rooms in LAR animal housing facilities. All satellite housing must be in compliance with the requirements of the *Guide for the Care and Use of Laboratory Animals* and the Animal Welfare Act (if applicable). The Principle Investigator is responsible for compliance with all local, state and federal regulations applicable to animals housed in satellite areas.

The IACUC is required to inspect laboratories housing animals at least once every six months to evaluate standards of care and handling and to certify that the requirements of the *Guide for the Care and Use of Laboratory Animals* and Animal Welfare Act, if applicable, are complied with. In addition, representatives from the LAR veterinary staff will make periodic evaluations to evaluate animal health and housing conditions.

Required specifications for satellite housing areas include:

- The Principle Investigator must request review and approval from the ACUC for housing animals outside the LAR animal housing facilities and provide scientific justification for the request. ACUC approval must be received **prior** to any housing of animals in the space. The HAOLAR (Housing Animals Outside LAR) form must be completed along with an animal care SOP for each species to be housed; both are then submitted to the ACUC for approval.
- The ACUC will inspect the space prior to issuing an approval and may require modifications to the space before approval can be granted.
- The area must be available to the LAR and ACUC 24 hours a day. The PI will be required to provide the Attending Veterinarian with a key or appropriate pass card.
- The area must be secured such that animals cannot escape nor can they be removed by unauthorized individuals.
- A copy of the animal care SOP (for each species housed) must be posted conspicuously in the area.

- Housing units (cage, bucket, tank, etc.) must be clearly marked with the name of the PI and the ACUC protocol number.
- The Attending Veterinarian must be informed promptly of any animal health issues.
- Caging or other animal contaminated material must not be left in public corridors.
- **Animals must be checked daily, including holidays and weekends.** Daily observations, as well as documentation of species appropriate care (e.g. cage changing or feeding), must be recorded on a log. The ACUC must approve the log sheet format. **The record must be initialed daily by the individual performing the tasks.** All records must be maintained by the PI for a minimum of three years; records must be available upon request.
- A census of the animals held must be maintained (at least weekly). In cases where large numbers of fish or other aquatic species make it impractical to conduct a weekly census, an estimate of the animal numbers can be used instead of a census.
- The Principal Investigator is responsible for the daily care of the animals. All personnel involved with the daily care of the animals must be approved by the ACUC, must have undergone mandated ACUC training and enrolled in the FSU Medical Monitoring program and must be appropriately trained to perform the tasks.
- No eating, drinking or smoking is permitted in a satellite animal housing area. No human food or drink may be stored in the area.
- All animal feed will be secured in a container that is vermin proof and environmentally maintained such that decomposition will not occur. All feed storage containers will be labeled with the name of the feed and the milling or expiration date.

NOTE: Approvals are only valid for the specific protocol and species of animals for which the ACUC has reviewed and approved a request. Any such approval is NOT to be considered a blanket approval.