Requirements for Mammalian Satellite Housing

These requirements accompany IACUC Policy #012 regarding housing animals in laboratories. Unless other arrangements have been made with LAMS management staff, the Principal Investigator is responsible for ensuring these tasks are completed and documented as outlined below. The following requirements apply when animals are present in housing areas such as chemical fume hood, bio-bubble, and specialized housing/caging equipment.

The following tasks are to be performed daily and documented in the Mammalian Satellite Housing log:

- Ensure each cage is identified according to IACUC Policy #008.
- Observe the animals’ health by checking each animal for illness, death, births, and injuries including fight wounds. Promptly report all health problems to LAMS veterinary staff.
- Document when animals are NOT present in the housing area by writing “area empty” in the comment section of the housing log. Daily observations are not required when animals are not present. When animals are returned, daily record keeping must resume.
- Change any soiled cages as needed and return all dirty cages to LAMS within 24 hours.
- Ensure the housing area is neat, organized, clean, and free of debris.
- All boxes and cleaning utensils such as brooms must be stored off the floor.
- Ensure the floor has been swept around the housing area and mopped if necessary.
- Check for vermin in the housing area, if present promptly report to a LAMS facility supervisor.
- Empty trash as necessary.
- If the area has not been checked for a period of 24 hours or more and animals are present, this must be reported to the IACUC.
- Document the following items on the Mammalian Satellite Housing log:
  - Date and time of entry
  - Animal health observation
  - Adequate food and water supply
  - Additional comments
    - Comments should include but are not limited to additional husbandry tasks, procedures performed, and documenting “area empty” when animals are not present in the housing area.
  - Initials

The following tasks are to be performed when cages are present for longer than 7 days and documented in the Mammalian Satellite Housing log:

- Cages must be changed (cage, wire lid, filter top, water bottle, and sipper tube).
  - For standard cages, obtain clean caging from LAMS. Clean caging is to be loaded onto a clean cart and covered with a shroud for transport to the satellite area.
For non-standard cages, it is recommended that LAMS tunnel washer be used for sanitization rather than manual sanitization. Contact the LAMS facility supervisor or LAMS training coordinator for assistance if manual sanitization is the only appropriate method for cleaning the non-standard cages.

Return all dirty caging to LAMS on a shrouded cart within 24 hours.

The following tasks are to be performed at least monthly and documented in the Mammalian Satellite Housing log:

- Housing areas must be sanitized which includes chemical fume hoods, bio-bubbles, racks/shelving units, and specialized caging/housing equipment. Specialized caging/housing equipment should be sanitized between each study cohort and may need to be done more frequently.
- To ensure proper sanitization, the housing area must be tested with a Charm swab and in accordance with the LAMS policy on manual sanitization.
- Submit the Charm swab to the LAMS facility supervisor office within an hour after performing the test and between M-F from 8am to 2pm excluding holidays. Contact LAMS facility supervisor or LAMS training coordinator for assistance in obtaining, using, and submitting the Charm swab. If the results are not passing then the sanitization process must be repeated until a passing count is attained.
- The light timer must be checked to ensure proper cycling.

The following requirements will be monitored weekly by the LAMS management and/or husbandry staff:

- Animal cage condition
- Animal health observation
- Condition of the room and housing area
- Completion of mammalian satellite housing log
  - Issues identified must be reported to LAMS supervisor.