Initial Housing Inspection Process and Closure Process: IACUC SOP# 301-02

Overview/Purpose

The IACUC must approve all facilities that house USDA covered species for greater than 12 hours or any other vertebrate species greater than 24 hours. The procedures below describe time frames for conducting an initial inspection of satellite housing areas, initial use of vivarium facilities and closure of housing space as well as the documentation required.

Definitions

Satellite Housing Areas: Locations outside of dedicated housing facilities that house USDA covered species for greater than 12 hours or any other vertebrate species greater than 24 hours. In eProtocol, these areas are listed as “Non-ULAR / Investigator Spaces”.

Dedicated Housing Areas: Facilities designed to provide housing specifically for animals and managed by dedicated staff. Examples: ULAR vivaria, OARDC FAHRP, OARDC Wooster campus agricultural facilities, OARDC outlying branches, ATI Wooster agricultural facilities, Animal Sciences Columbus campus agricultural facilities, Alice J. Finley Memorial Farm and the Veterinary Medical Center.

Procedures

Procedures: satellite housing areas
1. Scientific justification for housing must be approved by the IACUC or designee prior to initial inspection of the housing area. When a Principal Investigator (PI) requests in a protocol or amendment that a satellite area will be utilized, the Office of Responsible Research Practices (ORRP) will contact the PI to arrange for the initial inspection.
2. The inspection team will consist of one veterinarian from the Office of the Attending Veterinarian and one ORRP staff person. An ORRP staff person will prepare and review a summary of the inspection with the IACUC Facilities Subcommittee before submitting a finalized version to the IACUC for review. The laboratory staff is responsible for mitigating items that need correction prior to final approval. A re-inspection may be required prior to final approval of the area.
3. New satellite housing areas will be inspected on a monthly basis by one ORRP staff person until IACUC moves the location to the standard semi-annual inspection schedule.
4. Locations that were previously approved for satellite housing but have not been active and have not been inspected for at least two consecutive IACUC semiannual facility inspections will be treated as new locations.

Procedures: dedicated housing areas
1. Information will be provided by a representative from the dedicated housing area regarding the expected date of housing animals in a new or renovated facility. Notification will be provided to the ORRP office when the facility has been commissioned per design specifications (based on animal facility design standards) and is ready for occupancy.
2. For a new facility, the dedicated housing area will be inspected by IACUC prior to housing animals. For a facility that has been renovated, the IACUC will determine whether an inspection is needed before the next scheduled semi-annual inspection.
3. Dedicated facilities that have not been active and have not been inspected for at least two consecutive
   IACUC semiannual facility inspections will be treated as new facilities
4. Dedicated housing areas will be inspected on a semi-annual schedule.

**Procedures: closure of animal housing space**

1. Investigators with satellite housing areas or a representative from a dedicated housing area should
   inform the ORRP when an approved housing area is expected to be closed for renovations or repairs, or
   be permanently decommissioned. This procedure will only apply if a complete facility, or the majority of
   rooms in a facility, is closed.

**History of Revisions**

301-00 - New SOP 10/19/07
301-01 - Revised SOP 11/20/15
301-02 – Revised SOP, clarified when inspections required 12/21/18