**Florida Atlantic University**

**SATELLITE ANIMAL FACILITY DESCRIPTION – TERRESTRIAL**

**APPENDIX II**

INSERT SATELLITE FACILITY NAME

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| **General Information** |

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| **Principal Investigator (PI):** | | | | Click or tap here to enter text. |
| **Department:** | | | Click or tap here to enter text. | |
| **Email:** | Click or tap here to enter text. | | | |
| **Phone #:** | | Click or tap here to enter text. | | |

**Briefly describe the types of research, involving animals, conducted at this site.**

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| Click or tap here to enter text. |

**Describe the regulations and/or guidelines being used as standards for managing the animal care facility operations.**

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| Click or tap here to enter text. |

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| **PERSONNEL & TRAINING** |

**Describe the management structure of this satellite facilities operations, detailing lines of authority from Director/PI to research personnel or assistants who provide animal care. Please include title and names.**

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| Click or tap here to enter text. |

**Describe required training for personnel who provide animal care duties (Not IACUC Required Training)**

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| Click or tap here to enter text. |

**Briefly describe content of required training.**

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| **OCCUPATIONAL HEALTH** |

**List routine personal protective equipment and work clothing provided and/or required for personnel working with animals.**

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| Click or tap here to enter text. |

**Describe arrangements for laundering work clothing.**

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| Click or tap here to enter text. |

**Describe provisions and expected practices for washing hands, showering, and changing clothes.**

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| Click or tap here to enter text. |

**Describe facility design features, equipment and procedures employed to reduce potential for physical injury inherent to animal facilities.**

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| Click or tap here to enter text. |

**Describe likely sources of allergens and facility design features, equipment, and procedures employed to reduce the potential for developing Laboratory Animal Allergies (LAA).**

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| Click or tap here to enter text. |

**Will hazardous or potentially hazardous agents be used? If yes, complete this section. If no, proceed to next section.**

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| Click or tap here to enter text. |

**List hazardous or potentially hazardous agents currently approved to be used in animals that are or will be maintained for more than a few hours following exposure. Please include biological agents, *noting hazard level*, Chemical agents, *noting general category* and physical agents.**

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| Click or tap here to enter text. |

**List Experiment-Related Hazard Use, describing the process used to identify and evaluate experimental hazards. Describe how risks of these hazards are assessed and how procedures are developed to manage the risks.**

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| Click or tap here to enter text. |

**Describe the institutional entity(ies) responsible for ensuring appropriate safety review prior to study initiation.**

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| Click or tap here to enter text. |

**Describe the handling, storage, method and frequency of disposal and final disposal location for hazardous wastes, including infectious, toxic, radioactive carcasses, bedding, cages, medical sharps, and glass.**

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| Click or tap here to enter text. |

**Describe aspects of the medical evaluation and preventative health program specifically for personnel potentially exposed to hazardous agents.**

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| Click or tap here to enter text. |

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| **Animal Housing & Environment** |

**Describe methods and frequencies of assessing, monitoring, and documenting that animal room or housing area temperature and humidity (environmental parameters) are appropriate for species being housed.**

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| Click or tap here to enter text. |

**How are these environmental parameters monitored in the evenings, weekends, and holidays?**

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| Click or tap here to enter text. |

**List, by species, set-points and daily fluctuations for animal holding room temperature and relative humidity.**

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| Click or tap here to enter text. |

**If any supply air used in a room or primary enclosure is** **recycled, describe the percent and source of the air and how gaseous and particulate contaminants are removed.**

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| Click or tap here to enter text. |

**Describe the structural elements of the environment of primary enclosures that may enhance the well-being of animals housed.**

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| Click or tap here to enter text. |

**Describe nonstructural provisions to encourage animals to exhibit species typical activity patterns**

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| **Animal Husbandry** |

**Feed**

**List type and source of food.**

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**Describe feed storage area, noting temperature and relative humidity. Include vermin control measures and feed container handling practices.**

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| Click or tap here to enter text. |

**Describe special food preparation areas, such as locations where special diets are formulated, if applicable. Include in the description sanitation and personnel safety practices.**

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| Click or tap here to enter text. |

**Describe how food is provided to animals (*ad libitum*, limited amounts, types of feeders).**

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| Click or tap here to enter text. |

**Describe food quality control procedures including procedures for rotating stock, monitoring milling/expiration dates, nutritional quality, chemical contaminants, etc.**

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| Click or tap here to enter text. |

**DRINKING WATER**

**Describe the water source, treatment or purification process, and how it is provided to the animals (e.g., bowls, bottles with sipper tubes, automatic watering, troughs, ponds, streams).**

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| Click or tap here to enter text. |

**Describe methods of drinking water quality control, including monitoring for contaminants.**

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| Click or tap here to enter text. |

**BEDDING AND NESTING MATERIALS**

**Describe type(s) and how it is used for each species.**

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| Click or tap here to enter text. |

**ENRICHMENT DEVICES**

**Do you add enrichment devices to the cages/enclosures? Describe type(s) and how it is used for each species. Include details about sanitation and rotation frequency.**

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| Click or tap here to enter text. |

**EQUIPMENT**

**Describe motorized vehicles and other equipment (e.g., boat, trailers) used for transporting animals, noting the type and how the cargo compartment is environmentally controlled and monitored. Include method of securing the enclosure.**

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| Click or tap here to enter text. |

**How are the vehicle cargo compartments sanitized and at what frequency of sanitization?**

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| Click or tap here to enter text. |

**Describe other animal care related equipment used at the satellite facility (high pressure sprayers, vacuum cleaners, tractors, forklift, etc.).**

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| Click or tap here to enter text. |

**SANITATION**

**Describe frequency of contact and non-contact bedding change for each species and enclosure type (solid-bottom or suspended) or pen.**

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| Click or tap here to enter text. |

**Describe how the effectiveness of sanitation procedures is monitored (e.g., wash water temperature monitoring, microbiological monitoring, visual inspections).**

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**Describe the handling, storage, and method of disposal for soiled bedding and animal carcasses.**

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| Click or tap here to enter text. |

**Describe the program for monitoring and controlling pests (insects, rodents, predators, etc.). Include a description of monitoring devices and the frequency with which devices are checked, control agent(s) used and where applied, and who oversees the program, monitors devices, and/or applies the agent(s).**

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| Click or tap here to enter text. |

**POPULATION MANAGEMENT AND BREEDING**

**Describe animal identification methods for each species (e.g., microchips, cage/tank cards, collars, leg bands, tattoo, ear tags, brands).**

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| Click or tap here to enter text. |

**Describe your breeding program. Include methods for avoiding inbreeding, preventing unwanted inherited diseases/traits, and optimization of animal numbers.**

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| **biosecurity** |

**PROCUREMENT**

**Describe the procurement source for the animals at this facility (vendor, other institution, wild caught etc.) and how do you evaluate the health/quality of the animals?**

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| Click or tap here to enter text. |

**Describe the initial animal evaluation procedures for each species.**

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| Click or tap here to enter text. |

**Describe quarantine procedures for each species.**

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| Click or tap here to enter text. |

**Describe methods used to monitor for known or unknown infectious agents your animals may harbor.**

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| Click or tap here to enter text. |

**Describe methods used to control, contain, or eliminate infectious agents.**

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| Click or tap here to enter text. |

**Describe quarantine procedures for each species.**

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| Click or tap here to enter text. |

**Describe situations where multiple species may be housed in the same room, area, or enclosure.**

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| Click or tap here to enter text. |

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| **animal observation & care** |

**Animals must be checked daily. Records of daily checks are required. A copy of your daily check sheet must be submitted with this program description.**

**Describe the procedure(s) for daily observation of animals for illness or abnormal behavior, including the observers’ training for this responsibility, method(s) for reporting observations (written or verbal), and method(s) for ensuring that reported cases are appropriately managed in a timely manner.**

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**Describe procedures for providing weekend and holiday care. Indicate who provides and oversees care and what procedures are performed.**

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**Describe the procedure for maintaining medical records and documenting treatment of ill animals including: clinical laboratory findings, diagnoses, treatments, medical progress records, etc. Identify the species for which individual records are maintained and where such records are kept.**

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| Click or tap here to enter text. |

**Identify individual(s) (titles, not necessarily names) responsible for maintaining such records and identify where the records are maintained and who, including the IACUC/OB has access to the records.**

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**Identify the Veterinarian, their responsibilities (including their role in recordkeeping), and how much time they dedicated to monitoring the care and use of this facility’s animals.**

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| Click or tap here to enter text. |

**Describe methods of communication between the animal care staff and veterinary staff regarding ill animals.**

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| Click or tap here to enter text. |

**Describe the procedures to ensure that emergency veterinary care is continuously available for animals during and outside of regular work hours, including access to drugs or other therapeutics and equipment.**

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| Click or tap here to enter text. |

**Describe the purchase and storage of controlled and non-controlled drugs. Include description of record keeping procedures for controlled substances.**

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| Click or tap here to enter text. |

**SURGICAL FACILITIES**

**Are surgical procedures performed at this facility? If yes, continue. If no, proceed to next section.**

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| Click or tap here to enter text. |

**For each, describe species, nature of procedure (major/minor/emergency, survival and non-survival) and amount of use.**

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| Click or tap here to enter text. |

**Describe the major surgical support equipment available, facilities for aseptic surgery, surgical support, animal preparation, surgeon scrub, operating room and postoperative recovery, construction features of the operating room (including interior surfaces, ventilation, lighting, and fixed equipment used to support surgical procedures and other means of enhancing contamination control.**

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| Click or tap here to enter text. |

**Describe procedures, equipment, and protective clothing used for aseptic surgery. Include methods used to sterilize instruments and protective clothing, including a description of approved liquid sterilants and instrument exposure time(s) required for each, if applicable and methods for instrument re-sterilization between serial surgeries.**

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| **physical plant** |

**Please describe the following aspects of the facility:**

**Finishes used throughout the animal facility for floors, walls, ceilings, doors, alleyways, gates, etc. (note any areas that are not easily sanitized and describe how these are maintained).**

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| Click or tap here to enter text. |

**Security features, such as control of entry, perimeter fences, gates, entryways, cameras, guards.**

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| Click or tap here to enter text. |

**Availability of** [**emergency power**](http://www.aaalac.org/accreditation/faq_landing.cfm#E2) **and if so, what electrical services and equipment are maintained in the event the primary power source fails.**

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| Click or tap here to enter text. |

**Provide information regarding the heating, ventilation and air conditioning (HVAC) systems for this facility:**

**What is the source(s) of air and what are the air recirculation rates if other than 100% fresh air?**

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| Click or tap here to enter text. |

**Is the air filtered or treated? (HEPA filters, absorbers, *etc*.)**

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| Click or tap here to enter text. |

**Describe design features such as centralized chilled water, re-heat coils (steam or hot water), individual room vs. zonal temperature and relative humidity control, the use of variable air volume (VAV) systems and other key features of HVAC systems affecting performance.**

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| Click or tap here to enter text. |

**Describe features that minimize the potential for adverse consequences to animal well-being system fails (such as re-heat coils that fail closed or that are equipped with high-temperature cut-off systems)**

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| Click or tap here to enter text. |

**How are room temperature, ventilation, and critical air pressures monitored and maintained in the event of a system or component failure, including notifying appropriate personnel in the event of a significant failure that occurs outside of regular working hours and/or other management systems used to respond to alerts or failures.**

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| Click or tap here to enter text. |