

How-To Series: Updating the Protocol's Animal Housing and Use Page		
DOCUMENT NUMBER	IACUC RELEASE DATE	PAGE
IACUC-How-to-505	04/17/2026	Page 1 of 2

The Animal Housing and Use Page of each protocol identifies the location where animals will be housed, undergo procedures and sanitation of laboratory equipment used with live animals.

Navigate to the study or amendment homepage and click “Edit IACUC Study” or “Edit Modified Study”. Scroll to “Animal Housing and Use” section in the lefthand sidebar menu and click on the text to make any necessary changes on this page in the following areas:

**I. Animal Housing:**

- A. To add a new **CCM centralized or decentralized locations**, click the “+Add” button.
  - 1. Select the species in Question 1.a.
  - 2. Select the housing type in Question 1.b.
    - 1. Note: if you select containment, you will also need to specify the containment type and provide justification text describing the agents you will use that require this housing.
  - 3. Select the correct building in Question 1.c.
  - 4. Click the “Ok” button if you are finished or click the “OK and Add Another” button if you have more spaces to add.
- B. To add an **approved satellite space**, click the “+Add” button.
  - 1. Select the species in Question 1.a.
  - 2. Select the housing type “Satellite Facilities.”
  - 3. Attach the approved satellite request form to Question 1.b.2.
  - 4. Select the correct building in Question 1.c.
  - 5. Enter the satellite’s floor and room number for Question 1.d.
  - 6. Click the “Ok” button if you are finished or click the “OK and Add Another” button if you have more spaces to add.
  - 7. Refer to the IACUC’s “Satellite Animal Facilities Policy” for more information about these types of spaces.
- C. To **update an existing entry**, click the “Update” button next to the entry to open and access the fields mentioned above for editing.

**II. Sanitization of Laboratory Equipment Used with Live Animals:**

- A. Any equipment that comes into direct contact with animals will need to be sanitized by one of the “Approved Sanitization Methods for Laboratory Equipment Used with Live Animals” listed in the IACUC “Policy on Monitoring Sanitization of Laboratory Owned Equipment.”
  - 1. Select “yes” to attest that the lab will follow the IACUC policy.
  - 2. If the IACUC approved cleaning methods are not appropriate for your lab’s equipment, then an alternative sanitization method will need to be developed, submitted, reviewed, and approved by the IACUC following the instructions provided in the IACUC policy and eIACUC.

**III. Animal Use** All procedures that are embedded within a protocol’s Experimental Group’s need to be linked to an animal use space in this section.

- A. Click the “+Add” button in the gray section header to make new entries and a slide out will appear where you can fill out the following information:

How-To Series: Updating the Protocol's Animal Housing and Use Page		
DOCUMENT NUMBER	IACUC RELEASE DATE	PAGE
IACUC-How-to-505	04/17/2026	Page 2 of 2

1. "Planned Procedures", select the procedure(s) that will be performed in the space by clicking the check box to the left
2. "Building", select the building where the space is located.
3. "Facility Type" Select the Facility Type in Question 1.b.1.
  - a. Select "CCM Facility" if the space is a housing or procedure room within the CCM facility.
  - b. Select "Lab Space" if the space is a lab animal use area outside the CCM Facility or if the instructions in an AAP have required you to do so.
    - i. Add the floor and room number in 1.c "Room" field.
  - c. Under "Use Duration" Question 1.d select the appropriate duration the animals will be in the space. Here are some guidelines on selecting the duration:
    - Non-USDA Species
      - "<12 hours" or ">12 hours < 24 hours" may be assigned for laboratory procedure spaces.
      - ">24 hours" for CCM spaces and satellite housing spaces
    - USDA and DOD funded protocols
      - "<12 hours" may be assigned for laboratory procedure spaces.
      - ">12 hours < 24 hours" or ">24 hours" for CCM housing and satellite housing spaces
  - d. Click the "OK" button if you are finished or click the "OK and Add Another" button if you have more spaces to add.
- B. To update an existing procedure location, click the "Update" button to the left of an entry you would like to add or remove procedures.
  1. Refer to the IACUC's "Working with Animals in Laboratory Space" for more information about these types of spaces.