

DOCUMENT NUMBER	IACUC RELEASE DATE	PAGE
IACUC-How-to-505	11/5/2025	Page 1 of 4

The Animal Housing and Use Page of each protocol identifies the location where laboratories will house animals for the study and procedures linked to that space. This includes CCM centralized or decentralized facility housing (i.e. barrier, conventional, etc.), approved satellites (i.e. lab managed areas where animals are housed outside CCM facilities), attestations on managing sanitation of equipment that comes in direct contact with animals, and linking where procedures embedded in the experimental groups section will be performed (i.e. where the animals are used in the CCM facility or approved lab animal use space).

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:

1. Animal Housing:
  - a. If adding 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.
    3. 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.
    4. Select the correct building in Question 1.c.
    5. Click the “Ok” button if you are finished or click the “OK and Add Another” button if you have more spaces to add.
  - b. If adding an **approved satellite space**, you first need to create the satellite facility in the main lab library space, so it is available to embed within this protocol section. Refer to the IACUC’s “Satellite Animal Facilities Policy” for more information about these types of spaces.
    1. From the main lab library home page, click the dark blue “Create Satellite Facility” button in the middle of the page on the lefthand side of the screen.
      - a. Enter the Building, Floor Number, and Room Number in the “Satellite Name” field.
      - b. The PI of the lab library will automatically be selected in the PI field.
      - c. Select the appropriate answer to the question “Is this satellite run by a core providing service to your laboratory?”
        - i. If the answer is “no,” then type in the name of the faculty to whom the space is assigned.
          1. Select the correct building option for Question 4.
          2. Enter the floor and room numbers for Question 5.
          3. Enter the species to be housed in Question 6.
            - a. Note: you may select multiple species within the same form if needed.

DOCUMENT NUMBER	IACUC RELEASE DATE	PAGE
IACUC-How-to-505	11/5/2025	Page 2 of 4

4. Provide scientific justification as to why a satellite is needed for Question 7.
  - a. Examples:
    - i. Long term/continuous/frequent monitoring (closely evaluate health status after experimental intervention, video or EEG recording for expected experimentally induced health conditions or disease models).
    - ii. Models that run >24 hours.
    - iii. Behavioral experiments which require a controlled environment.
    - iv. Highly specialized housing for certain species.
    - v. Specific housing required for radioactive animals.
5. Provide the maximum number of animals and cages to be maintained at any one time in the satellite for Question 8.
  - a. Example: "100 animals or up to 20 cages."
6. Provide the frequency and duration of housing for animals inside the satellite for Question 9.
  - a. Example: "Continuously, <56 days" or "Intermittently, 25 days."
7. Select "yes" or "no" for Question 10 regarding any special husbandry needs.
  - a. If "yes" is selected, then specify what those needs are in the text box that appears.
  - b. This would include husbandry exceptions necessary
8. Select "yes" or "no" for Question 11 regarding any special considerations for CCM/IACUC personnel access.
  - a. If "yes" is selected, then specify what those considerations are in the text box that appears.
- ii. If the answer is "yes," then enter the name of the Core.
  1. Enter the name of the Core in the text box that appears.
  2. Select the correct building option for Question 4.
  3. Enter the floor and room numbers for Question 5.
  4. Enter the species to be housed in Question 6.
    - a. Note: you may select multiple species within the same form if needed.
- d. Click the "Ok" button if you are finished or click the "OK and Add Another" button if you have more spaces to add.

DOCUMENT NUMBER	IACUC RELEASE DATE	PAGE
IACUC-How-to-505	11/5/2025	Page 3 of 4

- c. If updating an existing entry, click the “Update” button next to the entry to open and access the fields mentioned above for editing.
2. Sanitization of Laboratory Equipment Used with Live Animals:
  - a. Any equipment coming 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 a table within the “Policy on Monitoring Sanitization of Laboratory Owned Equipment.”
    - a. Select “yes” to attest that the lab will follow the IACUC’s approved methods.
      - a. If these 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 within the policy and eIACUC.
3. Animal Use:
  - a. All procedures that are embedded within a protocol’s Experimental Group’s need to be added to a use space in this section.
    1. Click the “+Add” button in the gray section header to make new entries
      1. A slide out will appear where you can fill out the information for the entry.
        - i. Select the procedure/s that will be performed in a space by clicking the check box to their left in Section 1.a.
        - ii. Choose the building where the space is located for Question 1.b.
          1. Select the Facility Type in Question 1.b.1.
            - a. “CCM Facility” if the space is a housing or procedure room.
            - 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 the field that appears.
          - iii. Select the appropriate Use Duration for Question 1.d.
            1. The durations “<12 hours” or “>12 hours < 24 hours” are appropriate for lab

How-To Series: Updating the Protocol's Animal Housing and Use Page		
DOCUMENT NUMBER	IACUC RELEASE DATE	PAGE
IACUC-How-to-505	11/5/2025	Page 4 of 4

animal use areas where non-USDA species are brought.

- a. The USDA (and DoD) considers areas where animals are brought for >12 hours to be a satellite.
- 2. The duration “>24 hours” is appropriate for CCM Facility spaces or satellites.
  - a. The duration “>12 hours < 24 hours” is also appropriate for satellites where USDA species are brought.
- iv. Click the “Ok” button if you are finished or click the “OK and Add Another” button if you have more spaces to add.
- 2. Click the “Update” button to the left of an existing entry to add or remove procedures.