**TERRESTRIAL ANIMAL FACILITY STANDARD OPERATING PROCEDURE**

# FOR Name of PI

1. **Purpose and Scope:**

Why do you need to house animals in your laboratory or classroom. State how long the animals will be housed in your laboratory, or classroom. This should be the shortest length of time necessary, and cannot exceed the approval period of the IACUC protocol. State the location (building and room number) where the animals will be housed.

1. **Responsibilities:**
2. <Name> will be responsible for ensuring compliance with the procedures described in this document, and for reviewing and updating this document annually, or as needed.
3. <Category> personnel will be responsible for reading and complying with the provisions herein.
4. <Institutional Control Point> (Department, ORU, or College) is responsible for the maintenance of the laboratory space.
5. **General Animal Facility Housing Description:**

**A. Species**

<Common Name> (*Genus species*)

1. **Animal Facility Construction**

Describe the animal facility or animal holding room, including the materials and finishes used for the floors, walls, and ceilings of the animal holding room. Note, these materials and finishes should be impervious to water and sanitizable. Moisture-resistant switches and outlets and ground-fault interrupters should be used in areas with high water use, such as cage-washing areas. Describe how the facility is designed or operated to minimize cross-contamination and prevent the spread of disease between animals.

1. **Animal Facility Security**

Describe the security and access control measures for the animal facility or room. Include in your description the measures for preventing access into the animal holding area by pests, vermin, and wild-animals. Note, access should be strictly controlled and made available only to personnel who have a legitimate need for access and have received appropriate training.

1. **Primary Enclosures**

Describe the enclosures (i.e. cage, tanks or terrariums) used to house the animals, include the construction material (glass, acrylic, fiberglass), and dimensions.

1. **Stocking Density**

List the maximum number of animals that each enclosure (i.e. cage or terrarium) can accommodate. At a minimum, animals must have enough space to express their natural postures and postural adjustments without touching the enclosure walls or ceiling, be able to turn around, and have ready access to food and water. In addition, there must be sufficient space to comfortably rest away from areas soiled by urine and feces.

1. **Environmental Parameters**

Describe the control of the environmental parameters, including temperature, humidity, ventilation, illumination, noise and vibration. Alternatively, note if any or all of these environmental parameters are controlled at the cage/enclosure level rather than at the room level, and then describe those control mechanisms below.

1. **Social Housing**

Social housing should be the default method of housing unless otherwise justified based on social incompatibility resulting from inappropriate behavior, veterinary concerns regarding animal well-being, or scientific necessity approved by the IACUC.

1. **Environmental Enrichment**

Describe the environment (cage/tank), including structural elements, in which the animals are housed that elicit species appropriate behaviors. Do you provide substrate for species that need it to reproduce or express normal behavior? Does the species require visual barriers, hides, or shading in its enclosure?

1. **Animal Care Procedures:**
2. **Daily Monitoring**

* Describe the animal monitoring procedure (e.g. visual evaluation of individual animal’s appearance and behavior), who performs its, and how often the animals are monitored. Note, at least daily animal health observations are required.
* Describe any variation in these procedures that might occur on weekends, or Holidays.

1. **Veterinary Care**

* Unexpected deaths, signs of illness, trauma, distress, or abnormal behavior must be reported to the Attending Veterinarian in a timely manner by phone (805-451-5931) or email (manuel.garcia@ucsb.edu).
* Describe the procedures for quarantine of newly acquired animals and separation of animals by health status or susceptibility to disease.
* Describe the procedures for animal health surveillance.

1. **Temperature**

* Describe the mechanism(s) for providing and monitoring appropriate (i.e. those required to support basic physiological functions of these poikilothermic or ectothermic animals) temperature ranges (list those ranges) within the enclosure.

1. **Humidity**

* Describe the mechanism(s) for providing and monitoring appropriate (i.e. those required to support basic physiological functions of these poikilothermic or ectothermic animals) relative humidity ranges (list those ranges) within the enclosure.

1. **Light Cycle**

* Describe the mechanism(s) for providing and controlling cage-level illumination. Describe any natural light that is provided.

1. **Feeding**

* Describe the type of animal diet that is fed, and how the food is stored and prepared. Note, the storage time should be based on manufacturer’s recommendations or follow commonly accepted practices. Food storage should be in leak-proof containers with tight fitting lids to prevent spoilage and contamination. If the food is stored in an outside or field enclosure, then the food storage container should also be vermin-proof.
* Describe the amount for food that is provided per animal or tank, and the feeding frequency. Note, reptiles are probably not provided with food *ad libitum*, and in some cases may not be fed daily.
* Describe how any fresh or frozen food is handled and prepared to prevent contamination.

1. **Watering**

* Describe the water source and any water treatment procedure(s).
* Describe how often the watering receptacle (e.g. pan or crock) is cleaned and sanitized.

1. **Substrate/Bedding Changes**

* Describe the frequency of any substrate changes.

1. **Cleaning and Sanitation**

* Describe the cleaning, sanitation, or maintenance of the primary enclosure.
* Describe the procedures and frequency of regular removal of solid waste materials (e.g. feces, food waste/uneaten food).
* Describe the method and frequency of cleaning and sanitizing the nets, gloves, sponges, and other equipment that is used to handle the animals or clean the enclosures.
* Describe the method and frequency of cleaning and sanitizing the animal holding room.
* Describe the method for evaluating the effectiveness of the cleaning and sanitation procedure(s). Identify how each sanitation procedure (e.g. sanitizing primary enclosures) is evaluated, and how often the evaluation is performed.

1. **Waste Disposal**

* Describe any waste-water treatment procedure. Passage of hazardous materials into the sanitary system without appropriate treatment should not happen.
* Describe how food waste, uneaten food, feces, and soiled bedding are disposed.
* Describe how animal carcasses are disposed.
* All hazardous chemicals must be disposed of through EH&S hazardous disposal services.

1. **Animal Identification**

* Describe the method of identification, which may include group identification for each enclosure, or individual identification based on unique identifiers (e.g. individual color patterns) or devices/implants (e.g. elastomeric tags).

1. **Record Keeping**

* Create and use a log to document: care and feeding procedures; cleaning and sanitation procedures; animal census, including animal acquisition and disposition; and general animal health information, including daily health observations and identification and resolution of any animal health problems.

1. **Transportation Procedures**

* Describe how animal transportation will be performed, and how you will minimize any occupational hazards related to exposure to animals during transport.
* If animals are transported in a motorized vehicle, identify the vehicle (institutional or personal), and describe how the driver is protected from hazards such as animal allergen exposure or zoonoses (i.e. infectious diseases passed from animals to humans).
* If animals are transported in a motorized vehicle, describe how animals are protected if the vehicle stops for an extended period.

1. **Occupational Hazards**

* Describe any occupational hazards related to an inherent risk posed by the animals (e.g. allergies), or from experimental treatments (e.g. use of hazardous chemicals or biohazardous agents). Include a description of how any potential hazards will be mitigated.
* Describe any Personnel Protective Equipment use. Review and ensure compliance with this IACUC guideline: <https://www.research.ucsb.edu/sites/default/files/policies/iacuc/ucsbminimumrequirementsppe.pdf>

1. **Disaster Contingency Plan**

* The disaster contingency plan for all animal facilities in the UCSB Animal Care and Use program is described here, <add link to plan>.
* Animals that cannot be relocated or protected from the consequences of the disaster must be humanely euthanized. Euthanasia of animals should be a last resort and the circumstances for when it is necessary should be described in the institution’s disaster plan and comply with the AVMA Guidelines for the Euthanasia of Animals.
* Describe any plans for animal relocation.