



STANDARD OPERATING PROCEDURE		
	SOP Name: Cage Space Allocation	
	Originated by: Heather Manning	Date: 08/15/22 Last Updated: 11/29/22
	Reviewed By: 1. Alison E. Ringel 2. Todd Allen 3. Kristen Massimine 4. Heather Manning	Pages: 1 of 3
	Approved by: Kristen Massimine	Department: Executive Office

1. BACKGROUND – Space in the vivarium at 400TS is limited. Cage space allocation needs to be managed and allocated in line with the current needs of investigators.
2. PURPOSE – The SOP describes the process in which cages will be assigned to faculty and additional space requests are handled.
3. SCOPE – This SOP applies to all investigators (core members, members, associate members, etc.) at the Ragon Institute with animal colonies in the 400TS vivarium.
4. ROLES/RESPONSIBILITY – The Animal Space Advisory Committee (ASAC) recommends cage space assignment to ensure space utilization and faculty needs are considered equally. Assignments are made by cage, not rack. Space is limited and investigators are urged to manage their colonies efficiently to minimize the amount of space needed.
5. DEFINITIONS/ACRONYMS -
 - Animal Space Advisory Committee – ASAC
6. SAFETY ISSUES – None.
7. MATERIALS/EQUIPMENT – None.
8. PROCEDURE –
 - I. Cage Space Request: Faculty requesting initial or additional cage space must complete the following:
 - I-a. Fill out a Cage Space Request form that can be located on Ragon Connect (<https://ragonconnect.partners.org/>). Forms are located in the “Science Resources” tab under “Animal Space Allocation”. It is imperative you fill out the form completely to ensure your form is processed in a timely manner. New investigators or investigators with new animal programs should fill out the “Initial Cage Space Request” form. Investigators with existing animal programs should fill out the “Additional Cage Space Request” form.
 - I-b. Submit completed form to the ASAC by email (RagonASAC@mgh.harvard.edu) for processing.
 - II. Cage Assignment:
 - II-a. ASAC will review the cage space request form along with current cage allocation data and or utilization. If needed, a protocol review will also be completed to confirm requested space aligns with has been IACUC approved.
 - II-b. ASAC will make recommendations on cage space allocation to Ragon leadership (Scientific Director and Executive Director) for final approval.

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II-c. When the ASAC determines the outcome of the request, an email will be sent to the requestor. The email will contain the room, rack, and row/s where cage space has been allocated. This information can also be found on the animal room door sheet for reference.

III. Tracking Space Utilization: The ASAC will meet at least quarterly to review the census data for faculty who do not meet the minimum census and to make changes in cage assignment. At ASAC meetings, data will be presented as well as responses by faculty with low census. The committee will consider the natural variations in census based on the evolution of research projects as well as current and anticipated grant funding in their determinations. Based on the committee's decisions, the ASAC will send a letter to those investigators whose cage assignments will be reduced or increased. Faculty members may rebut the ASAC's decision by providing detailed documentation of future need.

ASAC will maintain records tracking space allocation and utilization in the vivarium for 3 years. For all faculty members with active animal protocols, the Ragon Institute will provide to ASAC the number of institutionally committed cages per investigator. Fewer cages may be allocated per investigator than the institutionally committed minimum, to dynamically reflect current cage needs and maximize utilization of the vivarium. Please note that some investigators may be exempt from reductions in cage allocation due to under-utilization for the following reasons:

- i) Junior faculty (within 4 years of hire) will be allocated a minimum number of cages, which is exempt from the re-allocation process, and this number will be established in agreement with Ragon leadership. Once investigators exceed this space allocation, their cage numbers will be subject to dynamic space re-allocation as described below.
- ii) Investigators allocated fewer than 10 cages.


The following steps will be taken when an investigator's census falls below 70%:

III-a. If the census has been below 70% for at least nine of the 13 weeks in one quarter, the ASAC will notify the faculty member and ask if there are any anticipated changes in census for the next three months (i.e., a new grant).

III-b. If the census falls below 70% for at least 18 of 26 weeks in a six-month period, the ASAC will initiate a discussion regarding a reduction of cage allocation with the faculty member. The ASAC will make the final determination regarding cage reductions.

III-c. Reductions in cage assignments will be based on the following formula:

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The average census for 26 weeks will be divided by the number of cages allocated. If this number is lower than 70% the number of cages allocated will be adjusted to 70% utilization. For example, if the researcher is allocated 200 cages and the average census equals 70 cages then the researcher has only been utilizing 35%. The result would be to reduce the allocated cages to 100 to equal 70% of the cages being utilized. The ASAC will be informed of faculty recruitment commitments regarding cages, current faculty requests for changes in cage allocations, and recommendations regarding reallocation of unused cages.

III-d. ASAC will make recommendations on cage space re-allocation to Ragon leadership (Scientific Director and Executive Director) for final approval.

IV. Additional roles for ASAC in vivarium management:

IV -a. In conjunction with recommending space allocation in the vivarium, the ASAC will track data on space utilization, cage allocation, ongoing investigator needs, and areas for future expansion. ASAC will make data-driven recommendations to Ragon leadership about investments in the vivarium in anticipation of future needs.

IV -b. ASAC will track issues with CCM husbandry and management as they arise. Investigators and study staff working in the vivarium will provide a record of these issues (date, location, issue, CCM personnel involved if applicable) to the ASAC mailbox (RagonASAC@mg.harvard.edu).

V. ASAC Membership: Two Ragon faculty will jointly run the ASAC, and these appointments will run for a two-year term. Faculty appointments will be staggered so that one seat rotates annually.

9. REPORTING – ASAC will provide census data and cage usage records upon request.

10. APPENDICES –

Contact Information for members of the ASAC (as of 11/29/22):

Alison E. Ringel (Core Member), aringel@mit.edu

Todd Allen (Core Member), TALLEN2@mg.harvard.edu


Heather Manning (External consultant), Heather_Manning@dfci.harvard.edu

Ragon ASAC Mailbox, RagonASAC@mg.harvard.edu

11. VERSION HISTORY – *Record the changes made to a procedure and justification or the reason why the procedure was created.*

VERSION	EFFECTIVE DATE	DESCRIPTION OF CHANGE	NAME, EMAIL OF PERSON WHO MADE CHANGE
1	1/1/22	Created SOP	Michelle Morrison,

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		Template	mlmorrison@mgh.harvard.edu
2	7/28/22	Space Allocation Process Drafted for the Ragon Institute	Heather Manning, Heather_Manning@dfci.harvard.edu
3	8/15/22	Created RIO-SOP-006	Alison Ringel, aringel@mit.edu
4	10/11/22	Revised RIO-SOP-006 prior to approval by Ragon leadership	Alison Ringel, aringel@mit.edu
5	11/29/22	Finalized RIO-SOP-006	Alison Ringel, aringel@mit.edu