

<b>SITES</b>	A registered research facility may have one or more sites where it conducts regulated activities.
<b>Definitions</b>	<p><b>Site:</b> All locations within a 35-mile radius of the research facility's headquarters where regulated animals are housed or used in research.</p> <p><b>Location:</b> A group of housing facilities/research areas on the same premises.</p> <p><b>Housing facility:</b> Any land, building, barn, shed, trailer, or other structure or area, housing or intended to house regulated animals.</p> <p><b>Research area:</b> Any land, building, barn, shed, trailer, or other structure or room where research, tests, experiments, or teaching is conducted or intended to be conducted on regulated animals.</p> <p><i>Exception to the definition of a site:</i> If the use of the definition of site causes a major problem at a research facility, consider the following factors and discuss the situation with your supervisor:</p> <ul style="list-style-type: none"> <li>• locations in another State, county, city, or town and less than 35 miles from the research facility's headquarters</li> <li>• a distance of less than 35 miles where travel time between locations is a major factor</li> <li>• organizational structure of the research facility, such as: <ul style="list-style-type: none"> <li>▸ reporting lines of authority</li> <li>▸ budget allocations</li> <li>▸ operations and administrative control</li> </ul> </li> <li>• records repository at a location where no animals are housed</li> </ul> <p>NOTE: Time necessary to inspect all housing facilities at a site is not sufficient for an exception to the definition.</p>
<b>Reporting of Sites</b>	The research facility must list all locations where animals are housed, used, or held, on the Application For Registration (APHIS Form 7011) and the Annual Report of Research Facility (APHIS Form 7023).

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**Consolidation of Sites**

For consistency throughout the country, existing sites are to be consolidated to meet the new definition of a site.

The inspector may consolidate sites by:

- completing a Request to Add/Delete Sites sheet (see page 3.8.4):
    - identifying all sites that are being incorporated into an existing or new site number as sites to be “deleted”
    - identifying any new sites as sites to be “added”
    - obtaining the signature of the research facility representative
  - sending the add/delete site sheet to the Regional Office
  - documenting the following on the inspection report:
    - the name of all locations within a site that were inspected
    - all previous sites that are being incorporated into an existing or new site number
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**Addition of a Site**

A research facility may add a site to its registration by submitting to the appropriate Animal Care Regional Office, one of the following:

- a letter of notification
- the Request to Add/Delete Site sheet (see page 3.8.4)
- an amended Application for Registration (APHIS Form 7011)

The Regional Office will inform the field inspector of the addition of the new site.

Note: A new research facility site does **not** have to be inspected prior to its being used to house animals or conduct research.

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**Deletion of a Site**

A research facility may delete a site from its registration by submitting to the appropriate Animal Care Regional Office, one of the following:

- a letter of notification
  - the Request to Add/Delete Site sheet (see page 3.8.4)
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	<p>The Regional Office will inform the field inspector of the deletion of the site.</p>
<b>Change of Headquarters Site</b>	<p><i>Within the same State:</i> If the research facility moves its headquarters to another site or to another location within a site:</p> <ul style="list-style-type: none"><li>• the research facility must notify the appropriate Animal Care Regional Office:<ul style="list-style-type: none"><li>▶ in writing</li><li>▶ by certified mail</li><li>▶ within 10 days of the move</li></ul></li></ul> <p><i>To a different State:</i> If the research facility moves its headquarters to another State or territory of the U.S., the research facility must:</p> <ul style="list-style-type: none"><li>• notify the appropriate Animal Care Regional Office:<ul style="list-style-type: none"><li>▶ in writing</li><li>▶ by certified mail</li><li>▶ within 10 days of the move</li></ul></li><li>• complete a new Application for Registration (APHIS Form 7011), and</li><li>• submit the new Application to the appropriate AC Regional Office</li></ul> <p>The Regional Office will inform the field inspector of the headquarters site change.</p>