

## Inspection Guide

### LABORATORY semi-annual IACUC inspections

This guide sheet is intended to provide an outline of items commonly cited by Animal Care and Use Committees (IACUC) during semi-annual inspections of labs: it does not present a comprehensive list of requirements for animal use. Animal users are required to follow all relevant standards, including the Animal Welfare Act Regs, Public Health Service Policy, the Guide, and their IACUC-approved protocol.

yes	no	n/a	Record-keeping
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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Protocols</b> and SOPs are current and available to view                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Records</b> of anesthesia, surgery, post-op are current and available to view |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Contact</b> information for veterinary staff is posted or accessible          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Laboratory Training Notebook</b> is current and available to view             |

yes	no	n/a	General lab care / housekeeping
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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal use areas</b> are generally clean and well-organized                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal procedure areas</b> are clean with sanitizable surfaces                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal feed &amp; bedding</b> are stored in closed containers with labels indicating exp. dates |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dirty cages</b> and dirty bedding are not in procedure areas                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Sanitizing solutions</b> are appropriate for use; clear labeling indicates mix/fill date        |

yes	no	n/a	Aquatic Facility (general)
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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Enclosures</b> allow for viewing of animals and are not obscured by algae growth                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Enclosures</b> are sanitized on a regular basis as specified in SOP ( $\leq 6$ months)                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Equipment</b> used with animals (nets, buckets) is sanitized to reduce disease risk                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Electrical hazards</b> are eliminated or mitigated   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Temperature</b> (water, room) is recorded DAILY and is within acceptable range for species                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>pH, Ammonia, and nitrate</b> is recorded WEEKLY and is within acceptable range for species                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Nitrate, Chlorine, hardness, dissolved oxygen (d02)</b> is recorded MONTHLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Water changes</b> meet minimum required for species and system (25% per week)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Filters</b> are changed at regular intervals ( $\leq 6$ months for charcoal, other types per SOP)                      |

# LAB/Surgical/Aquatics

**yes no n/a Drugs and anesthesia**

- Controlled substances** are locked in secure area
- Controlled substances use log** is up to date and available to view
- Drugs & pharmaceuticals** are current with labels indicating expiration dates
- Pharmaceutical-grade medications** are always used in live animals (nonsurvival/ survival)
- Non-pharm grade drugs** are explicitly approved in protocol, mixed under a lab SOP
- Anesthesia machines** have been calibrated within last 12 months
- F/Air** canister weights are regularly recorded; vapor recapture system is functional
- CO<sub>2</sub> cylinders** are secured and have flow meters & instructions for use
- Guillotines** are clean and sharp with current log of testing & maintenance

**yes no n/a Surgery and Procedure areas**

- Surfaces** are sanitizable and materials needed for sanitation or disinfection are available
- Sanitation** schedule is rigorous and performance is documented
- Storage** of non-surgical supplies is disallowed in surgery or procedure area
- Packs, surgical materials** are sterilized as appropriate before use and stored in a manner to ensure their continued sterility
- Peri-op & post-op** care is documented as per protocol (see also Recordkeeping)
- Room temp & humidity** levels are recorded and controlled within limits (if applicable)

**yes no n/a Physical aspects of surgery area**

- Room Air Pressure** is positive relative to exterior with clean air
- Sanitizing equipment** for instrument preparation available and appropriate for use

## Lab/Surgical/Aquatics

yes	no	n/a	Physical aspects of surgery area
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For major survival surgery on USDA-regulated animals:

  

**Animal & surgeon prep area** is entirely outside the dedicated surgical area

**Dedicated surgical area** (separate room) with no storage of unrelated supplies.

  

Latitude can be given if space is mixed use (nonsurvival surgery), provided committee has a reasonable expectation that the room is cleaned before use in survival surgery (ie cleaning SOP in use and documented)

For non-major (or nonsurvival) surgery on USDA-regulated animals, OR survival surgery on aquatics, rodents, birds, or agricultural animals:

**Animal prep area** is sufficiently separated from surgical area to avoid contamination

**Surgical area** is a clean uncluttered area, can be within larger mixed-use space. Latitude can be given if committee has a reasonable expectation that the space will be cleaned before use (ie cleaning SOP is in use and documented)

yes	no	n/a	Surgical monitoring (refer to relevant veterinary policies for further details)
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For major surgery (survival OR non-survival) on USDA-regulated animals:

  

**Surgical records** provide sufficient detail\* (procedure description, monitoring, drugs, treatment, etc) and must be written for each individual, regardless of procedure

For non-major surgery ('procedure') on USDA-regulated animals, OR survival surgery on aquatics, rodents, or birds:

**Surgical records** provide sufficient detail\* (monitoring, drugs, treatment, etc) and may be written for a group of animals undergoing the same procedure

yes	no	n/a	Safety
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**Human food** is kept out of lab areas and lab refrigerators

  

**Hoods** used for animals are uncluttered and have current certification

  

**Sharps containers** are not overfull and discarded needles are not recapped

  

**Needles**, injection ports and other sharps are properly stored

  

**PPE** / Personal protection equipment is available, appropriate and used

  

**Chemicals** used in animals are clearly labeled with expiration dates

  

**Eye wash stations** are tested (flushed) monthly and test log is posted

  

**Cardboard boxes**, including broken glass boxes, are stored off the floor

  

**Signage** for any biological, chemical, radiation or other hazards is posted