

**University of Vermont  
IACUC Semiannual Inspection Dates**

**2017**

**April 6, 7, 10, 11  
October 6, 9, 10, 11**

**2018**

**April 5, 6, 9, 10  
October 4, 5, 8, 9**

**2019**

**April 4, 5, 8, 9  
October 3, 4, 7, 8**

## UVM Semiannual Inspections Preparation Guide for Laboratories

### Preparing for a Facility Inspection

- Know when the IACUC team will be inspecting your facility. You will receive a notice about the facility inspections approximately two weeks prior to the inspections.
- Arrange for someone from the laboratory to be present during the time when the team is scheduled to visit your facility.
- Know where a copy of all approved IACUC protocols are kept, and be prepared to show them to the team upon request. EVERYONE in the lab should know where the protocols are kept and be familiar with all IACUC-approved animal activities.
- Be sure that the laboratory is clean, neat and orderly.
- Be sure that all experimental and therapeutic agents used in animals are within their printed expiration date. Refer to the IACUC policies for further information regarding drugs and expired materials.
- Be sure that all controlled substances are securely stored. A complete log of all use of controlled drugs will be reviewed by the team. Refer to IACUC policy for more information.
- Surgical Areas Outside the Central Animal Facility: Post-operative (surgical-sick care) logs will be reviewed at the time of inspection. (If you have had animals in your study area for over twelve hours, then we need to see a copy of the records that were kept by your personnel after procedures were performed - the post - operative records. These records are those that your staff completed, not the staff of the Central Animal Facility, during that time period.) Please have these records available for the inspection team.
- Study Area Only: If your monitoring procedures are not included in your SOPs please provide required procedures for monitoring of temperature, humidity, light/dark cycles, and airflow readings. Have the monitoring records available for the inspection team to review at their visit.
- Provide records for the following euthanasia methods (if using): Cervical Dislocation – record of training in the technique; Decapitation – record of training, dates of use and dates guillotines were sharpened; Inhalant agents – calibration logs.
- Provide copies of any revised SOPs for the team to take with them.

### Facility Inspection Follow-up

If the facility inspection team requires additional information or confirmation regarding issues discussed during the inspection you will receive a memorandum from the Committee.