

IACUC FACILITY INSPECTION CHECKLIST GUIDE – PI Locations

1. Documentation:
a. Protocol(s) and amendments are accessible to all participants [eSirius competency demonstrated]
b. The IACUC emergency, weekend, and holiday care form is posted (<i>Guide</i> pgs. 74 – 75)
c. The allergen alert sign is posted outside the location (<i>Guide</i> p. 134)
2. General Considerations:
a. Areas conform to acceptable construction guidelines [in good repair: doors, ceiling, lighting, outlets, walls; floor does not have carpet; surfaces are easily sanitized; no cloth chairs; ceiling tiles are not damaged or propped open] (<i>Guide</i> pgs. 136 – 142; satellite locations only)
b. Animals only present when necessary and for the approved period duration [< 24 hrs for non-USDA sp. unless satellite; < 12 hrs for USDA species] (<i>Guide</i> p. 134)
c. Chemical fume hood [annual], laminar flow hood [annual], eye wash station [quarterly], shower [annual] certification is current
d. Other safety features are in place [gas cylinders secured, eye wash present, red sharps bin for needles and scalpels, etc] (<i>Guide</i> pgs. 19, 74)
3. Animal Transport and Identification:
a. Method of transport to and from UAC is acceptable [cage is covered with a sheet or is in a large cloth bag, animals in takeout container] (<i>Guide</i> pgs. 107 – 109)
b. Animals are appropriately identified at all times (including during all procedures) [cage cards; hand written notes of pans/takeout containers] (<i>Guide</i> pgs. 75 – 76)
4. Euthanasia and Carcass Disposal:
a. The approved method(s) of euthanasia is used [see list at the bottom of the sheet]
b. The CO ₂ source, flow meter, and euthanasia chamber are appropriate [clean, clear, undamaged] [see Guidance 214]
c. Appropriate methods for confirming death are used [cervical dislocation, decapitation, vital organ harvest, pneumothorax, lack of respiration/heartbeat/toe pinch]; personnel are adequately trained and competency is verified [PI staff or UAC training] (<i>Guide</i> pgs. 123 – 124)
d. Method of carcass disposal is appropriate [red bag, then fridge/freezer to UAC or to RMS biohazard waste] (<i>Guide</i> pgs. 73 – 74)
e. Guillotine log is present (if applicable) & up to date [log should indicate when blades are replaced][IACUC Guidance 303]
5. PI Lab Surgery:
a. Animal preparation, surgery area and postoperative recovery are physically separated [may be on a separate area of the same bench] (<i>Guide</i> p. 144)
b. The location of the surgical area minimizes traffic, noise, and other distractions [some surgical areas are in traffic areas; note this on form in notes] (<i>Guide</i> p. 144)
c. Autoclave monitoring procedures are implemented [autoclave tape or indicator; autoclave packets are air tight] (<i>Guide</i> p. 119)
d. Storage of sterile packs maintains sterility, and packages that are torn, wet, or otherwise no longer sterile, are recleaned, packaged in new wrap, and resterilized when outer packaging is damaged. (<i>Guide</i> p. 119)
e. Aseptic procedures are in use for survival surgery [sterile gloves, instruments] (<i>Guide</i> pgs. 118 – 119)
f. Stereotactic devices are sanitized before surgery (<i>Guide</i> pgs. 118 – 119)
g. Gloves are changed if contaminated and between animals (<i>Guide</i> pgs. 115 – 120)
h. Instruments are changed or sterilized appropriately [bead sterilization] if contaminated, and between animals, AND instruments are washed, sterilized, and stored after surgery (<i>Guide</i> pgs. 118 – 119, 145)
i. Thermoregulatory support is present & appropriate [animal placed on warm side of cage for recovery; isothermic pads; encourage replacement of electric heating blankets](<i>Guide</i> pgs. 119–120)
j. Anesthetic monitoring is acceptable [toe pinch, eye reflex, respiration, mucus membrane condition every 15 minutes] (<i>Guide</i> p. 119)
k. Anesthesia/surgery, analgesia/post-operative care records are completed and available [analgesia records are only applicable if an analgesic is listed at the bottom of the form] (<i>Guide</i> p. 119 – 120, 122)

6. Drugs and Medical Materials:	
a.	All drugs are clearly identified, the correct grade, not expired , and stored correctly [the approved clinical drug list is at the bottom of the form] (Guide pgs. 115, 122)
b.	All medical materials [gloves, suture, saline] are not expired and stored correctly (Guide pg. 145) [see form for approved exceptions]
c.	Analgia records for non-surgical procedures are available and accessible [analgesic drug is listed at the bottom of the form & is used for a non-surgical procedure] (Guide pgs. 75 – 76)
d.	Anesthetic vaporizer calibration is current [within 3 years; none if vaporizer is new]
e.	Waste gas scavenging is appropriate [fume hood, snorkel, charcoal canister that is weighed periodically and discarded at 50g] (Guide p. 21)

7. Imaging/Whole Body Irradiation:	
a.	Appropriate sensors and ventilation are provided for cryogen gases (Guide p. 147)
b.	Personnel are protected from the radiation source (Guide p. 147)
c.	Components which contact animals are regularly sanitized (Guide p. 150)

8. Devices: Behavioral/Other Testing/Restraint	
a.	Location minimizes noise and/or vibration that could interfere with testing (Guide p. 149)
b.	Equipment allows for surface disinfection and are regularly sanitized [plastic, sealed wood; unsealed wood or cardboard is not acceptable] (Guide p. 150)
c.	Equipment that cannot be cleaned does not contact animals & covered when not in use (Guide p. 150)

9. Satellite Housing: [*Does not apply to current rodent satellite locations]	
a.	Security and access control is sufficient (Guide p. 151)
b.	SOPs for routine husbandry and other procedures are documented and readily available (Guide p. 52)
c.	Animals are separated by species and disease state (Guide p. 111)
d.	Primary enclosures meet physiological, behavioral, and social needs, and are safe [e.g., rodents are in UAC rodent caging] (Guide pgs. 50 – 52, 77 - 82)
e.	Temperature, humidity, and ventilation are within acceptable parameters [30-70% humidity; 68-79°F temperature for rodents] (Guide pgs. 43 - 44, 46, 80 - 81)
f.	Required parameters are recorded on the Daily Care Assessment Log
g.	Animals have adequate food and fresh water (Guide p. 56)
h.	Animals have appropriate enrichment [nestlets, crinkle paper, tubes, houses] (Guide pgs. 52 – 54, 82 – 83)
i.	Primary enclosures sanitized/bedding changed at appropriate intervals* (Guide pgs. 69 – 73, 85 - 86)
j.	Food preparation and storage areas are clean and free of clutter* (Guide p. 66)
k.	Food is appropriately labeled and stored, and vermin is controlled [Food that needs refrigeration is appropriately stored; all food is within expiration date or within 6 months of mill date] (Guide p. 66)
l.	There is adequate space for equipment, supplies, food, bedding, and refuse* (Guide pg. 141)
m.	Bedding is appropriately labeled and stored, and vermin is controlled (Guide pgs. 69, 141)
n.	Care is provided by qualified personnel every day (Guide p. 74)
o.	Veterinary care is available for after hours, weekends, and holidays [individuals are aware of how to find this information/posted in all UAC facilities; emailed to listserv] (Guide pgs. 74, 114)