

# IACUC FACILITY INSPECTION CHECKLIST *GUIDE* – PI Locations

A = acceptable

M = minor deficiency

S = significant deficiency (is or may be a threat to animal health or safety)

C = change in program (PHS Policy IV.A.1.a.-i.) (include in semiannual report to IO and in annual report to OLAW)

NA = not applicable

|  | A | M | S | C | NA |
|--|---|---|---|---|----|
| <b>1. Documentation:</b>   |   |   |   |   |    |
| a. Protocol(s) and amendments are accessible to all participants [official version is found in iRIS]   |   |   |   |   |    |
| b. Emergency contact information is posted ( <i>Guide</i> pgs. 74 – 75)  |   |   |   |   |    |
| c. The allergen alert sign is posted ( <i>Guide</i> p. 134)  |   |   |   |   |    |
| <b>2. General Considerations:</b>  |   |   |   |   |    |
| 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) and are clean and free from clutter                            |   |   |   |   |    |
| b. Animals only present when necessary and for the approved period duration [< 24 hrs. for non-USDA sp. unless approved satellite location; <12 hrs. for USDA species] ( <i>Guide</i> p. 134)  |   |   |   |   |    |
| c. Biological safety cabinet [annual], chemical fume hood [annual], laminar flow hood [annual], eye wash station [weekly], 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)   |   |   |   |   |    |
| e. Cleaning supplies used in/around animal use areas are in-date   |   |   |   |   |    |
| <b>3. Animal Transport and Identification:</b>   |   |   |   |   |    |
| a. Method of transport to and from housing location is acceptable [for rodents: cage is placed in secondary container, or is in a large cloth bag] ( <i>Guide</i> pgs. 107 – 109)  |   |   |   |   |    |
| b. Animals are appropriately identified at all times (including during all procedures) [cage cards; hand written notes on cages; individual animal identification, e.g.: ear tags or notches] ( <i>Guide</i> pgs. 75 – 76)   |   |   |   |   |    |
| <b>4. Euthanasia and Carcass Disposal:</b>   |   |   |   |   |    |
| a. The approved method(s) of euthanasia is used [based on AUP]   |   |   |   |   |    |
| b. The CO <sub>2</sub> source, regulator, flow meter, and euthanasia chamber are utilized and appropriate [chamber is clean, clear, undamaged] ( <i>AVMA Guidelines for Euthanasia</i> pgs. 24 - 26)   |   |   |   |   |    |
| c. Appropriate methods for confirming death are used [cervical dislocation, decapitation, vital organ harvest, bilateral pneumothorax, lack of respiration/heartbeat/toe pinch if approved by IACUC]; ( <i>AVMA Guidelines for Euthanasia</i> ) personnel are adequately trained and competency is verified ( <i>Guide</i> pgs. 123 – 124) |   |   |   |   |    |
| d. Method of carcass disposal is appropriate [red bag, then fridge/freezer, then to biohazard waste disposal location] ( <i>Guide</i> pgs. 73 – 74)  |   |   |   |   |    |
| e. Guillotine log is present (if applicable) & up to date [log should indicate when blades are replaced or sharpened] ( <i>AVMA Guidelines for Euthanasia</i> p. 49)   |   |   |   |   |    |
| <b>5. PI Lab Surgery (rodent only – all other surgeries must occur in operating suite):</b>  |   |   |   |   |    |
| 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 ( <i>Guide</i> p. 144)   |   |   |   |   |    |
| c. Autoclave monitoring procedures are implemented [autoclave tape or indicator] ( <i>Guide</i> p. 119) and sterile pack are damage free [storage maintains sterility]   |   |   |   |   |    |
| d. Aseptic procedures are in use for survival surgery [sterile gloves, instruments] ( <i>Guide</i> pgs. 118 – 119) (Please note: for rodent surgery – if tips-only surgery conducted this must be indicated/described in AUP)  |   |   |   |   |    |
| e. Stereotactic devices are sanitized before surgery for survival surgery and as applicable for non-survival surgery ( <i>Guide</i> pgs. 118 – 119)  |   |   |   |   |    |
| f. Gloves are changed if contaminated and between animals ( <i>Guide</i> p. 118 – 119)   |   |   |   |   |    |
| g. For survival surgery - 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)  |   |   |   |   |    |
| h. Thermoregulatory support is present & appropriate [animal placed on warm side of cage for recovery; isothermic pads; encourage replacement of electric heating pads] ( <i>Guide</i> pgs. 119–120)   |   |   |   |   |    |

|   |          |          |          |          |           |
|---|----------|----------|----------|----------|-----------|
| i. Anesthetic monitoring is acceptable [toe pinch, eye reflex, respiration, mucus membrane condition at least every 15 minutes] ( <b>Guide</b> p. 119)  |          |          |          |          |           |
| j. Anesthesia/surgery, analgesia/post-operative care records are completed and available ( <b>Guide</b> p. 119 – 120, 122)  |          |          |          |          |           |
| <b>6. Drugs and Medical Materials:</b>  | <b>A</b> | <b>M</b> | <b>S</b> | <b>C</b> | <b>NA</b> |
| a. All drugs are clearly identified, the correct grade, <b>not expired</b> , and stored correctly ( <b>Guide</b> pgs. 115, 122)   |          |          |          |          |           |
| b. All medical materials [gloves, suture, saline] are <b>not expired</b> and stored correctly ( <b>Guide</b> pg. 145)   |          |          |          |          |           |
| c. Analgesia records for non-surgical procedures are available and accessible ( <b>Guide</b> pgs. 75 – 76)  |          |          |          |          |           |
| d. Anesthetic vaporizer calibration is current [within 2 years; none if vaporizer is new]   |          |          |          |          |           |
| e. Waste gas scavenging is appropriate [fume hood, charcoal canister that is weighed and discarded at 50g] ( <b>Guide</b> p. 21)  |          |          |          |          |           |
| <b>7. Imaging/Whole Body Irradiation:</b>   | <b>A</b> | <b>M</b> | <b>S</b> | <b>C</b> | <b>NA</b> |
| a. Appropriate sensors and ventilation are provided for cryogen gases ( <b>Guide</b> p. 147)  |          |          |          |          |           |
| b. Personnel are protected from the radiation source ( <b>Guide</b> p. 147)   |          |          |          |          |           |
| c. Components which contact animals are regularly sanitized ( <b>Guide</b> p. 150)  |          |          |          |          |           |
| <b>8. Devices: Behavioral/Other Testing/Restraint</b>   | <b>A</b> | <b>M</b> | <b>S</b> | <b>C</b> | <b>NA</b> |
| a. Location minimizes noise and/or vibration that could interfere with testing ( <b>Guide</b> p. 149)   |          |          |          |          |           |
| b. Equipment allows for surface disinfection and are regularly sanitized [plastic, sealed wood; unsealed wood or cardboard is replaced when soiled] ( <b>Guide</b> p. 150)  |          |          |          |          |           |
| c. Equipment that cannot be cleaned does not contact animals & covered when not in use ( <b>Guide</b> p. 150)   |          |          |          |          |           |
| <b>9. Satellite Housing:</b>  | <b>A</b> | <b>M</b> | <b>S</b> | <b>C</b> | <b>NA</b> |
| a. Security and access control is sufficient [facility is secured, animal room doors are locked, access is restricted to appropriate personnel] ( <b>Guide</b> p. 151)  |          |          |          |          |           |
| b. SOPs for routine husbandry and other procedures are documented and readily available ( <b>Guide</b> p. 52)   |          |          |          |          |           |
| c. Animals are separated by species and disease state ( <b>Guide</b> p. 111)  |          |          |          |          |           |
| d. Primary enclosures meet physiological, behavioral, and social needs, and are safe ( <b>Guide</b> pgs. 50–52, 77-82)  |          |          |          |          |           |
| e. Temperature, humidity, ventilation and illumination are within acceptable parameters [30-70% humidity; 68-79°F temperature for rodents] ( <b>Guide</b> pgs. 43-44, 46-49, 80-81)   |          |          |          |          |           |
| f. Required parameters are recorded on the daily care log utilized by the location [temperature, humidity, daily care, cage change]   |          |          |          |          |           |
| g. Animals have adequate food and fresh water, or exception approved in AUP for regulation/restriction ( <b>Guide</b> p. 56)  |          |          |          |          |           |
| h. Animals have appropriate enrichment [nestlets, crinkle paper, tubes, houses] ( <b>Guide</b> pgs. 52 – 54, 82 – 83)   |          |          |          |          |           |
| i. Primary enclosures sanitized/bedding changed at appropriate intervals ( <b>Guide</b> pgs. 69 – 73, 85 - 86)  |          |          |          |          |           |
| j. Food preparation and storage areas are clean and free of clutter ( <b>Guide</b> p. 66)   |          |          |          |          |           |
| k. Food storage areas are maintained at less than 70° ( <b>Guide</b> p. 66) and temperature is recorded on a regular basis  |          |          |          |          |           |
| l. 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, food is stored off of floor; open bags are stored in vermin proof containers] ( <b>Guide</b> p. 66) |          |          |          |          |           |
| m. There is adequate space for equipment, supplies, food, bedding, and refuse ( <b>Guide</b> pg. 141)   |          |          |          |          |           |
| n. Bedding is appropriately labeled and stored off of floor and away from wall, and vermin is controlled ( <b>Guide</b> pgs. 69, 141)   |          |          |          |          |           |
| o. Care is provided by qualified personnel every day ( <b>Guide</b> p. 74)  |          |          |          |          |           |
| p. Veterinary care is available for after hours, weekends, and holidays [individuals are aware of how to contact appropriate veterinarian] ( <b>Guide</b> pgs. 74, 114)   |          |          |          |          |           |