

IACUC INITIAL FACILITY INSPECTION CHECKLIST GUIDE

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
1. Documentation:					
a. Protocol(s) and amendments are accessible to all participants [official version is found in iRIS]					
b. Emergency contact information is posted (Guide pgs. 74 – 75)					
c. The allergen alert sign is posted (Guide 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] (Guide pgs. 136 – 142)					
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] (Guide 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.] (Guide pgs. 19, 74)					
3. Animal Transport and Identification:					
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] (Guide 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] (Guide pgs. 75 – 76)					
4. Euthanasia and Carcass Disposal:					
a. The approved method(s) of euthanasia is used [based on AUP]					
b. The CO ₂ source, regulator, flow meter, and euthanasia chamber are utilized and appropriate [chamber is clean, clear, undamaged] (AVMA Guidelines for Euthanasia 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]; (AVMA Guidelines for Euthanasia) personnel are adequately trained and competency is verified (Guide pgs. 123 – 124)					
d. Method of carcass disposal is appropriate [red bag, then fridge/freezer, then to biohazard waste disposal location] (Guide pgs. 73 – 74)					
e. Guillotine log is present (if applicable) & up to date [log should indicate when blades are replaced or sharpened] (AVMA Guidelines for Euthanasia p. 49)					
5. PI Lab Surgery (rodent only – all other surgeries must occur in operating suite):					
a. Animal preparation, surgery area and postoperative recovery are physically separated [may be on a separate area of the same bench] (Guide p. 144)					
b. The location of the surgical area minimizes traffic, noise, and other distractions (Guide p. 144)					
c. Autoclave monitoring procedures are implemented [autoclave tape or indicator] (Guide p. 119) and sterile pack are damage free [storage maintains sterility]					
d. Aseptic procedures are in use for survival surgery [sterile gloves, instruments] (Guide 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 (Guide pgs. 118 – 119)					
f. Gloves are changed if contaminated and between animals (Guide 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 (Guide 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](Guide pgs. 119–120)					
i. Anesthetic monitoring is acceptable [toe pinch, eye reflex, respiration, mucus membrane condition at					

least every 15 minutes] (Guide p. 119)					
j. Anesthesia/surgery, analgesia/post-operative care records are completed and available (Guide p. 119 – 120, 122)					
6. Drugs and Medical Materials:	A	M	S	C	NA
a. All drugs are clearly identified, the correct grade, not expired , and stored correctly (Guide pgs. 115, 122)					
b. All medical materials [gloves, suture, saline] are not expired and stored correctly (Guide pg. 145)					
c. Analgesia records for non-surgical procedures are available and accessible (Guide 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] (Guide p. 21)					
7. Imaging/Whole Body Irradiation:	A	M	S	C	NA
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	M	S	C	NA
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 replaced when soiled] (Guide p. 150)					
c. Equipment that cannot be cleaned does not contact animals & covered when not in use (Guide p. 150)					
9. Satellite Housing:	A	M	S	C	NA
a. Security and access control is sufficient [facility is secured, animal room doors are locked, access is restricted to appropriate personnel] (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 (Guide pgs. 50 – 52, 77 - 82)					
e. Temperature, humidity, ventilation and illumination are within acceptable parameters [30-70% humidity; 68-79°F temperature for rodents] (Guide 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 (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 storage areas are maintained at less than 70° (Guide 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] (Guide p. 66)					
m. There is adequate space for equipment, supplies, food, bedding, and refuse (Guide pg. 141)					
n. Bedding is appropriately labeled and stored off of floor and away from wall, and vermin is controlled (Guide pgs. 69, 141)					
o. Care is provided by qualified personnel every day (Guide p. 74)					
p. Veterinary care is available for after hours, weekends, and holidays [individuals are aware of how to contact appropriate veterinarian] (Guide pgs. 74, 114)					