

**Memorandum to:** [REDACTED], Vice President for Research  
**From:** Institutional Animal Care and Use Committee  
**Subject:** Semiannual Report of the Program Review and Facility Inspection  
**Date:** December 11, 2019

This report summarizes the IACUC's results of its most recent program review and facility inspection, as required by the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals ([Policy](#)), Section [IV.B.1.-3.](#), the *Guide for the Care and Use of Laboratory Animals* ([Guide](#)), and the Animal Welfare Act ([AWA](#)) regulations, as applicable. Submission of semiannual reports to the Institutional Official is a condition of this institution's Animal Welfare Assurance with the NIH Office of Laboratory Animal Welfare (OLAW).

**Since the last review, the following changes have occurred in the institution's program for animal care and use (PHS Policy [IV.A.1.a.-i.](#)): [optional]**

None

## **I. Description of the Nature and Extent of the Institution's Adherence to the PHS Policy, the *Guide*, and the AWA**

Departures from the PHS Policy, the *Guide*, and the AWA.

Select A or B:

- ☐ A. There were no departures during this reporting period.  
☒ B. The following departures have been reviewed and approved by the IACUC: *[include reason for each departure]*

### **Food Restriction or Regulation:**

- Each shark will be fasted twice during the duration of the study (once prior to each experimental meal). Fasting is required in order to be sure that all previously ingested materials have cleared the digestive tract. [REDACTED]
- In the T and Barnes maze paradigms, food restriction will be enforced in order to motivate mice to perform a novel or learned task. We will use mice only 36 weeks or older since food restriction in mice younger than 14 weeks may affect their health and their minimum growth requirements. In this study, a 12-hour deprivation of food for 12 days (with ad lib water) will achieve our scientific objectives. After 12-hour deprivation, mice are fed ad lib food and water. During the food restriction, mice will be monitored daily for their changes in weight and behavior and recorded accordingly. From our prior similar experience, a 12-hour restriction of food for 12 days does not lead to the loss of weight by more than 10%. [REDACTED]
- Fish will be fasted for 24 hours prior to the start of the experiment to eliminate digestive processes that may effect oxygen measures. [REDACTED]

### **Non-Standard Caging:**

- The rat water intake and urine production will be monitored as a key physiological outcome of the study. The animals will be housed in commercially available metabolic cages (Allentown Co.) consisting of course wire-flooring, under which a funnel is placed that narrows to a fine mesh filter that allows urine to pass but not fecal material. This funnel empties onto a digital scale (Sartorius Co.) that is connected to the PowerLab data acquisition system, allowing the lab to monitor voided volume concurrently with bladder pressure. [REDACTED]
- Mice will be kept in cages for 24 hour periods to collect the 24 h samples. These timepoints have been shown to be sufficient for the formation, and repair, of benzene-induced DNA damage. [REDACTED]

### **Euthanasia Method:**

- According to the "Guidelines for Use of Zebrafish in the NIH Intramural Research Program", for zebrafish 4-7 days post-fertilization (dpf) euthanasia can be performed by using addition of bleach solution (sodium hypochlorite 6.15%) to the culture system water at 1 part bleach to 5 parts water. They should remain in this solution at least five minutes prior to disposal to ensure death. As detailed in the document in the scientific background section, pain perception has not developed at these earlier stages so this is not considered a painful procedure. [REDACTED]

and [REDACTED]

### **Social Housing:**

- Mice (usually male) may be singly housed if they are fighting with their cage mate and causing physical harm. In addition, single housing may occur in a litter at weaning if there is only one pup of a sex in the litter. In addition, because we use each litter as an experimental unit, female mice that have been bred may also be individually housed prior to birth in order to track individual litters for future studies. [REDACTED]
- Animals will be recorded using a wireless system. These epileptic rats are more aggressive than normal rats. Animal fighting might compromise not only animal health due to the implanted device but also the device itself. Single housing will also reduce signal interference. [REDACTED]
- Following surgery rats will be singly-housed because the headstage implants can be damaged by the housing mate. This can result in distress and injury to the rat with the headstage, and result in damage to the headstage such that it provides unreliable data. This is a standard practice in these types of experiments in the field. Our rats interact with an experimenter and perform behavioral experiments frequently (usually daily). Using this approach, we do not see any overt signs of chronic stress, and our rats perform behavior actively. [REDACTED]

### **Environmental Enrichment:**

- Environmental enrichment cannot be used in the husbandry of these fish due to the nature of the toxicological studies. Contaminants and pollutants are being studied and by adding enrichment such as pvc pipes, structures, plants etc. we cannot account for these items potentially leeching any contaminants into the water of the holding tanks. [REDACTED]

## **II. Deficiencies in the Institution's Animal Care and Use Program**

Animal Care and Use Program Review Date(s): 12/11/19

Select A or B:

- ☒ A. There were no deficiencies in the program during this reporting period.
- ☐ B. The following deficiencies have been identified: *[describe each deficiency, identify each deficiency as either minor or significant, and provide a reasonable and specific plan and schedule for the correction of each deficiency, deficiencies may be recorded on a separate table and attached, the last page of OLAW's Sample Semiannual Program Review and Facility Inspection Checklist provides a sample table]*

None

## **III. Deficiencies in the Institution's Animal Facility**

Animal Facility Inspection Date(s): 11/19/19 – 11/22/19

Select A or B:

- ☐ A. There were no deficiencies in the animal facility during this reporting period.
- ☒ B. The following deficiencies have been identified: *[describe each deficiency, identify each deficiency as either minor or significant, and provide a reasonable and specific plan and schedule for the correction of each deficiency, deficiencies may be recorded on a separate table and attached, the last page of OLAW's Sample Semiannual Program Review and Facility Inspection Checklist provides a sample table]*

Please see attached table – **Appendix 1.**

## **IV. Minority Views**

Select A or B:

- ☒ A. No minority views were submitted or expressed.
- ☐ B. The following minority views were expressed: *[insert minority views here or attach]*

None

**V. Status of AAALAC Accreditation** [*identify accredited facilities, if applicable*]

Fully Accredited.

**VI. Signatures** [*signatures of a majority of the IACUC members*]

### Names of IACUC Members

## Signatures

[REDACTED]

**Appendix 1**  
Deficiencies log for December 11, 2019 Meeting

Date of Inspection: 11/19/19 – Morning Session

Members in Attendance: [REDACTED]

Deficiency category	Location	Deficiency and Plan for Correction	Responsible Person	Correction Schedule and Interim Status	Date Completed
M	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"> <li>• Live traps are not being checked daily.</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>• Traps should be removed and/or checked daily.</li> </ul>	[REDACTED]	<p>Needs to be completed by 12/9/19.</p> <p>Email sent to PI on 11/25/19</p>	Completed 12/6/19
M	[REDACTED] [REDACTED] [REDACTED]	<p><b><u>EHS Concern:</u></b></p> <p><i>BSL2 signage should be updated to remove signage, as no BSL-2 animals are being used at this time. Signage to be used when active.</i></p>	[REDACTED]	N/A	N/A
M	[REDACTED]	<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"> <li>• Ethanol bottles (2) missing expiration date.</li> <li>• [REDACTED] is listed as the point of contact; however, he is no longer at FIU</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>• Replace bottles and indicate expiration date.</li> <li>• Update to reflect the appropriate point of contact.</li> </ul>	[REDACTED]	<p>Needs to be completed by 12/9/19.</p> <p>Email sent to PI on 11/25/19</p>	Completed 12/6/19

M	██████████	<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"> <li>• ██████████ is listed as the point of contact; however, he is no longer at FIU.</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>• Update to reflect the appropriate point of contact.</li> </ul>	██████████	Needs to be completed by 12/9/19.	Completed 12/6/19
M	██████████ ██████████ ██████████	<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"> <li>• One cage was found missing enrichment.</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>• Ensure that all cages have at least one form of enrichment. Extra nests are available in the room, and can be added to the cages.</li> </ul>	██████████	Needs to be completed by 12/9/19.	Completed 12/6/19
M	██████████ ██████████ ██████████	<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"> <li>• ██████████ is listed as the point of contact; however, he is no longer at FIU.</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>• Update signage to remove PI's contact information in animal holding room and provide appropriate point of contact.</li> </ul>	██████████	Needs to be completed by 12/9/19.	Completed 12/6/19
M	██████████ ██████████ ██████████	<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"> <li>• ██████████ should be the PI of record on the name card.</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>• Update signage to list PI's contact information and remove ██████████</li> </ul>	██████████	Needs to be completed by 12/9/19.	Completed 12/6/19

M	████████	<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"> <li>Keyboard near procedure equipment is missing cover.</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>Place keyboard cover on keyboard to prevent transfer of allergens and allow sanitation.</li> </ul>	████████	Needs to be completed by 12/9/19.	Completed 12/9/19.
M	████████ ████████ ██████	<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"> <li>Laptop in hood while not in use.</li> <li>Empty bottle of Isoflurane on bench</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>Laptop needs to be removed when not in use, as it prevents sanitation.</li> <li>Properly dispose of Isoflurane bottle.</li> </ul>	████████ ████████ ██████ ██████	Needs to be completed by 12/9/19.	Completed 11/25/19
M	████████ ████████ ██████	<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"> <li>Lightbulbs on the shelf prevent proper sanitation.</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>Lightbulbs should be stored until needed.</li> </ul> <p><b><u>EH&amp;S Concern:</u></b>  <i>Multiple connected extension cords for equipment (sometimes referred to as a Daisy-chain) is disallowed and a fire hazard. Work order should be placed to install needed outlet.</i></p>	████████	Needs to be completed by 12/9/19.	Completed 12/6/19

Date of Inspection: 11/19/19 – Afternoon session

Members in Attendance:

Deficiency category	Location	Deficiency and Plan for Correction	Responsible Person	Correction Schedule and Interim Status	Date Completed
M		<p><b>Deficiency:</b></p> <ul style="list-style-type: none"> <li>Expired protocol displayed</li> </ul> <p><b>Plan for Correction:</b></p> <ul style="list-style-type: none"> <li>Display current protocol.</li> </ul> <p><i>EH&amp;S Concern: Many expired chemicals. They need to be disposed of.</i></p>		<p>Needs to be completed by 12/9/19.</p> <p>Email sent to PI on 11/25/19</p>	Completed 11/29/19
S		<p><b>Deficiency:</b></p> <ul style="list-style-type: none"> <li>The algal growth obscured the viewing of animals. These conditions do not allow for viewing of animal count and/or health.</li> <li>Daily check logs are not being maintained.</li> </ul> <p><b>Plan for Correction:</b></p> <ul style="list-style-type: none"> <li>Mediation of algae growth, plant maintenance, and water change is required to ensure the welfare of the animals.</li> <li>Maintain log of daily checks.</li> </ul>		<p>Corrective schedule and action to be discussed by the IACUC at the Semiannual Meeting</p>	Completed 12/19/19

Date of Inspection: 11/20/19 – Biscayne Campus

Members in Attendance:

M		<b><u>Deficiency:</u></b> <ul style="list-style-type: none"><li>• Enrichment missing for Hogfish</li></ul> <b><u>Plan for Correction:</u></b> <ul style="list-style-type: none"><li>• Provide some form of enrichment for the fish or amend the protocol to explain request for exception.</li></ul>		Needs to be completed by 12/9/19.  Email sent to PI on 11/25/19	Completed 11/25/19
M		<b><u>Deficiency:</u></b> <ul style="list-style-type: none"><li>• Cleaning equipment on the floor in the back room.</li></ul> <b><u>Plan for Correction:</u></b> <ul style="list-style-type: none"><li>• Cleaning equipment should be stored elevated, off floor.</li></ul>		Needs to be completed by 12/9/19.  Email sent to PI on 11/25/19	Completed 11/26/19

Date of Inspection: 11/21/19 – Morning visits

Members in Attendance:

M		<b><u>Deficiency:</u></b> <ul style="list-style-type: none"><li>• Protocols were not available.</li><li>• Vet emergency information was missing.</li><li>• Animal bite information missing</li><li>• Refrigerator missing labeling.</li></ul> <b><u>Plan for Correction:</u></b> <ul style="list-style-type: none"><li>• Print protocols and place in accessible binder</li></ul>		Needs to be completed by 12/9/19.  Email sent to PI on 11/25/19	Completed 12/3/2019
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		<ul style="list-style-type: none"> <li>• Post vet emergency contact information</li> <li>• Animal bite information will be posted. The AV will provide a laminated copy.</li> <li>• Refrigerator should indicate that no human food is stored.</li> </ul>			
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Date of Inspection: 11/21/19 – Afternoon visits

Members in Attendance: [REDACTED]

M	[REDACTED]	<p>[REDACTED]:</p> <ul style="list-style-type: none"> <li>• IACUC approval memorandums on door are expired.</li> <li>• Stained roof tiles present</li> <li>• Air curtain is being turned off while lab personnel are working on the bench.</li> </ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"> <li>• Post updated approval memorandum on the main door.</li> <li>• Stained roof tiles will be replaced.</li> <li>• Containment protocol needs to be maintained. Air curtain needs to be fully functional and in the “on” position at all times.</li> </ul>	[REDACTED]	<p>Needs to be completed by 12/9/19.</p> <p>Email sent to PI on 11/25/19</p>	<p>Completed 12/1/2019</p> <p>(Work order placed for air curtain installation).</p>
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Date of Inspection: 11/22/19 – Torrey Pines Facility

Members in Attendance:

M		<p><b><u>Deficiency:</u></b></p> <ul style="list-style-type: none"><li>Whistleblower policy not displayed</li></ul> <p><b><u>Plan for Correction:</u></b></p> <ul style="list-style-type: none"><li>Display Whistleblower policy and inform staff.</li></ul> <p><b><u>EH&amp;S Concern:</u></b></p> <p><i>Several Bio-Safety Cabinets have expired certification dates. FIU EH&amp;S has been made aware and are working on it.</i></p>		<p>Needs to be completed by 12/9/19.</p> <p>Email sent to PI on 11/25/19</p>	<p>Completed 12/9/19</p>
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\*Non-voting, administrative member

# I. Semiannual Program Review Checklist <sup>i</sup>

## Institutional Policies and Responsibilities

Date: 12/2019

1. Animal Care and Use Program <sup>NEW</sup>	A*	M	S	C	NA
• Responsibility for animal well-being is assumed by all members of the program (Guide, p 1) [must]	↓				
• IO has authority to allocate needed resources (Guide, p 13)					
• Resources necessary to manage program of veterinary care are provided (Guide, p 14) [must]					
• Sufficient resources are available to manage the program, including training of personnel in accord with regulations and the Guide (Guide, pp 11, 15)					
• Program needs are regularly communicated to IO by AV and/or IACUC (Guide, p 13)					
• Responsibilities for daily animal care and facility management are assigned to specific individual(s) when a full-time veterinarian is not available on site (Guide, p 14) [must]					
• Inter-institutional collaborations are described in formal written agreements (Guide, p 15)					
• Written agreements address responsibilities, animal ownership, and IACUC oversight (Guide, p 15)					
2. Disaster Planning and Emergency Preparedness <sup>NEW</sup>	A*	M	S	C	NA
• Disaster plans for each facility to include satellite locations are in place (Guide, p 35, p 75) [must]	↓				
• Plans include provisions for euthanasia (Guide, p 35) [must]					
• Plans include triage plans to meet institutional and investigators' needs (Guide, p 35)					
• Plans define actions to prevent animal injury or death due to HVAC or other failures (Guide, p 35)					
• Plans describe preservation of critical or irreplaceable animals (Guide, p 35)					
• Plans include essential personnel and their training (Guide, p 35)					
• Animal facility plans are approved by the institution and incorporated into overall response plan (Guide, p 35)					
• Law enforcement and emergency personnel are provided a copy and integration with overall plan is in place (Guide, p 35)					
3. IACUC <sup>NEW</sup>	A*	M	S	C	NA
• Meets as necessary to fulfill responsibilities (Guide, p 25) [must]	↓				
• IACUC Members named in protocols or with conflicts recuse themselves from protocol decisions (Guide, p 26) [must]					
• Continuing IACUC oversight after initial protocol approval is in place (Guide, p 33)					
• IACUC evaluates the effectiveness of training programs (Guide, p 15)					
4. IACUC Protocol Review - Special Considerations	A*	M	S	C	NA
• Humane endpoints are established for studies that involve tumor models, infectious diseases, vaccine challenge, pain modeling, trauma, production of monoclonal antibodies, assessment of toxicologic effects, organ or system failure, and models of cardiovascular shock (Guide, p 27)	↓				
• For pilot studies, a system to communicate with the IACUC is in place (Guide, p 28)					
• For genetically modified animals, enhanced monitoring and reporting is in place (Guide, p 28)					
• Restraint devices are justified in the animal use protocols (Guide, p 29) [must]					
• Alternatives to physical restraint are considered (Guide, p 29)					
• Period of restraint is the minimum to meet scientific objectives (Guide, p 29)					
• Training of animals to adapt to restraint is provided (Guide, p 29)					
• Animals that fail to adapt are removed from study (Guide, p 29)					
• Appropriate observation intervals of restrained animals are provided (Guide, p 29)					
• Veterinary care is provided if lesions or illness result from restraint (Guide, p 30) [must]					

• Explanations of purpose and duration of restraint are provided to study personnel (Guide, p 30)					
• Multiple surgical procedures on a single animal are justified and outcomes evaluated (Guide, p 30)					
• Major versus minor surgical procedures are evaluated on a case-by-case basis (Guide, p 30)					
• Multiple survival procedure justifications in non-regulated species conform to regulated species standards (Guide, p 30)					
• Animals on food/fluid restriction are monitored to ensure nutritional needs are met (Guide, p 31)					
• Body weights for food/fluid restricted animals are recorded at least weekly (Guide, p 31)					
• Daily written records are maintained for food/fluid restricted animals (Guide, p 31)					
• Pharmaceutical grade chemicals are used , when available, for animal-related procedures (Guide, p 31)					
• Non-pharmaceutical grade chemicals are described, justified, and approved by IACUC (Guide, p 31)					
• Investigators conducting field studies know zoonotic diseases, safety issues, laws and regulations applicable in study area (Guide, p 32)					
• Disposition plans are considered for species removed from the wild (Guide, p 32)					
• Toe-clipping only used when no alternative, performed aseptically and with pain relief (Guide, p 75)					

## 5. IACUC Membership and Functions

	A*	M	S	C	NA
• IACUC is comprised of at least 5 members, appointed by CEO (PHS Policy, IV.A.3.)					
• Members include a veterinarian, a scientist, a nonscientist, and a nonaffiliated non-lab animal user (Guide, p 24) <sup>ii</sup>					
• IACUC authority and resources for oversight and evaluation of institution's program are provided (Guide, p 14)					
• IACUC conducts semiannual evaluations of institutional animal care and use program (PHS Policy, IV.B.)					
• Conducts semiannual inspections of institutional animal facilities (PHS Policy, IV.B.)					
• IACUC organizationally reports to the Institutional Official (PHS Policy, IV.A.1.b.)					
• Methods for reporting and investigating animal welfare concerns are in place (Guide, p 23) [must]					
• Reviews and investigates concerns about animal care and use at institution <sup>iii</sup> (PHS Policy, IV.B.)					
• Procedures are in place for review, approval, and suspension of animal activities <sup>iv</sup> (PHS Policy, IV.B.)					
• Procedures are in place for review and approval of significant changes to approved activities (PHS Policy, IV.B.)					
• Policies are in place for special procedures (e.g., genetically modified animals, restraint, multiple survival surgery, food and fluid regulation, field investigations, agricultural animals) (Guide, p 27-32)					
• Requests for exemptions from major survival surgical procedure restrictions are made to USDA/APHIS <sup>v</sup> (Guide, p 30) [must]					

## 6. IACUC Training NEW

	A*	M	S	C	NA
• All IACUC members should receive:					
o Formal orientation to institution's program (Guide, p 17)					
o Training on legislation, regulations, guidelines, and policies (Guide, p 17)					
o Training on how to inspect facilities and labs where animal use or housing occurs (Guide, p 17)					
o Training on how to review protocols as well as evaluate the program (Guide, p 17)					
o Ongoing training/education (Guide, p 17)					

## 7 IACUC Records and Reporting Requirements<sup>vi</sup>

	A*	M	S	C	NA
• Semiannual report to the IO (PHS Policy, IV.B.)					
o Submitted to IO every 6 months					
o Compiles program review and facility inspection(s) results (includes all program					



and facility deficiencies)					
o Includes minority IACUC views					
o Describes IACUC-approved departures from the <i>Guide</i> or PHS Policy and the reasons for each departure <sup>vii</sup>					
o Distinguishes significant from minor deficiencies					
o Includes a plan and schedule for correction for each deficiency identified <sup>viii</sup>					
• Reports to OLAW (PHS Policy, <a href="#">IV.F.</a> )					
o Annual report to OLAW documents program changes, dates of the semiannual program reviews and facility inspections and includes any minority views					
o Promptly advises OLAW of serious/ongoing <i>Guide</i> deviations or PHS Policy noncompliance ( <a href="#">NOT-OD-05-034</a> )					
o Institute must promptly advise OLAW of any suspension of an animal activity by the IACUC ( <a href="#">NOT-OD-05-034</a> )					
• Reports to U.S. Department of Agriculture (USDA) or Federal funding agency <sup>ix</sup>					
o Annual report to USDA contains required information including all exceptions/exemptions					
o Reporting mechanism to USDA is in place for IACUC-approved exceptions to the regulations and standards					
o Reports are filed within 15 days for failures to adhere to timetable for correction of significant deficiencies					
o Promptly reports suspensions of activities by the IACUC to USDA and any Federal funding agency					
• Records (PHS Policy, <a href="#">IV.E.</a> )					
o IACUC meeting minutes and semiannual reports to the IO are maintained for 3 years					
o Records of IACUC reviews of animal activities include all required information*					
o Records of IACUC reviews are maintained for 3 years after the completion of the study					

## 8. Veterinary Care (See also next section - Veterinary Care)

	A*	M	S	C	NA
• An arrangement for veterinarian(s) with training or experience in lab animal medicine is in place including backup veterinary care <sup>xi</sup>					
• Veterinary access to all animals is provided ( <i>Guide</i> , <a href="#">p 14</a> ) <b>[must]</b>					
• Direct or delegated authority is given to the veterinarian to oversee all aspects of animal care and use ( <i>Guide</i> , <a href="#">p 14</a> ) <b>[must]</b>					
• Veterinarian provides consultation when pain and distress exceeds anticipated level in protocol ( <i>Guide</i> , <a href="#">p 5</a> ) <b>[must]</b>					
• Veterinarian provides consultation when interventional control is not possible ( <i>Guide</i> , <a href="#">p 5</a> ) <b>[must]</b>					
• If part time /consulting veterinarian, visits meet programmatic needs ( <i>Guide</i> , <a href="#">p 14</a> )					
• Regular communication occurs between veterinarian and IACUC ( <i>Guide</i> , <a href="#">p 14</a> )					
• Veterinarian(s) have experience and training in species used ( <i>Guide</i> , <a href="#">p 15</a> ) <b>[must]</b>					
• Veterinarian(s) have experience in facility administration/management ( <i>Guide</i> , <a href="#">p 15</a> )					

## 9. Personnel Qualifications and Training

	A*	M	S	C	NA
• All personnel are adequately educated, trained, and/or qualified in basic principles of laboratory animal science. Personnel included: <b>[must]</b>					
o Veterinary/other professional staff ( <i>Guide</i> , <a href="#">p 15-16</a> )					
o IACUC members ( <i>Guide</i> , <a href="#">p 17</a> )					
o Animal care personnel ( <i>Guide</i> , <a href="#">p 16</a> )					
o Research investigators, instructors, technicians, trainees, and students ( <i>Guide</i> , <a href="#">pp 16-17</a> )					
• Continuing education for program and research staff provided to ensure high quality care and reinforce training ( <i>Guide</i> , <a href="#">pp 16-17</a> )					
• Training is available prior to starting animal activity ( <i>Guide</i> , <a href="#">p 17</a> )					
• Training is documented ( <i>Guide</i> , <a href="#">p 15</a> )					
• Training program content includes: ( <i>Guide</i> , <a href="#">p 17</a> )					
o Methods for reporting concerns ( <i>Guide</i> , <a href="#">p 17</a> )					
o Humane practices of animal care (e.g., housing, husbandry, handling) <sup>xii</sup>					
o Humane practices of animal use (e.g., research procedures, use of anesthesia,					

pre- and post-operative care, aseptic surgical techniques and euthanasia ( <i>Guide</i> , p 17) <sup>xiii</sup>					
<ul style="list-style-type: none"> <li>Research/testing methods that minimize numbers necessary to obtain valid results (PHS Policy, <i>IV.A.1.g.</i>)</li> <li>Research/testing methods that minimize animal pain or distress (PHS Policy, <i>IV.A.1.g.</i>)</li> <li>Use of hazardous agents, including access to OSHA chemical hazard notices where applicable (<i>Guide</i>, p 20)</li> <li>Animal care and use legislation (<i>Guide</i>, p 17)</li> <li>IACUC function (<i>Guide</i>, p 17)</li> <li>Ethics of animal use and Three R's (<i>Guide</i>, p 17)</li> </ul>					

## 10. Occupational Health and Safety of Personnel

	A*	M	S	C	NA
<ul style="list-style-type: none"> <li>Program is in place and is consistent with federal, state, and local regulations (<i>Guide</i>, p 17) <b>[must]</b></li> <li>Program covers <i>all</i> personnel who work in laboratory animal facilities (<i>Guide</i>, p 18)</li> <li>Changing, washing, and showering facilities are available as appropriate (<i>Guide</i>, p 19)</li> <li>Hazardous facilities are separated from other areas and identified as limited access (<i>Guide</i>, p 19)</li> <li>Personnel training is provided based on risk (e.g., zoonoses, hazards, personal hygiene, special precautions, animal allergies) (<i>Guide</i>, p 20)</li> <li>Personal hygiene procedures are in place (e.g., work clothing, eating/drinking/smoking policies) (<i>Guide</i>, p 20)</li> <li>Procedures for use, storage, and disposal of hazardous biologic, chemical, and physical agents are in place (<i>Guide</i>, p 21)</li> <li>Personal Protective Equipment for the work area is appropriate and available (<i>Guide</i>, p 21)</li> <li>Program for medical evaluation and preventive medicine for personnel includes: <ul style="list-style-type: none"> <li>Pre-employment evaluation including health history (<i>Guide</i>, p 22)</li> <li>Immunizations as appropriate (e.g., rabies, tetanus) and tests as appropriate (<i>Guide</i>, p 22)</li> <li>Zoonosis surveillance as appropriate (e.g., Q-fever, tularemia, Hantavirus, plague) (<i>Guide</i>, p 23)</li> <li>Procedures for reporting and treating injuries, including accidents, bites, allergies, etc. (<i>Guide</i>, p 23)</li> <li>Promotes early diagnosis of allergies including preexisting conditions (<i>Guide</i>, p 22)</li> <li>Considers confidentiality and other legal factors as required by federal, state and local regulations (<i>Guide</i>, p 22) <b>[must]</b></li> <li>If serum samples are collected, the purpose is consistent with federal and state laws (<i>Guide</i>, p 22) <b>[must]</b></li> </ul> </li> <li>Waste anesthetic gases are scavenged (<i>Guide</i>, p 21)</li> <li>Hearing protection is provided in high noise areas (<i>Guide</i>, p 22)</li> <li>Respiratory protection is available when performing airborne particulate work (<i>Guide</i>, p 22)</li> <li>Special precautions for personnel who work with nonhuman primates, their tissues or body fluids include: <ul style="list-style-type: none"> <li>Tuberculosis screening provided for all exposed personnel (<i>Guide</i>, p 23)</li> <li>Training and implementation of procedures for bites, scratches, or injuries associated with macaques (<i>Guide</i>, p 23)</li> <li>PPE is provided including gloves, arm protection, face masks, face shields, or goggles (<i>Guide</i>, p 21)</li> <li>Injuries associated with macaques are carefully evaluated and treatment implemented (<i>Guide</i>, p 23)</li> </ul> </li> <li>Occupational safety and health of field studies is reviewed by OSH committee or office (<i>Guide</i>, p 32)</li> </ul>					

## Personnel Security **NEW**

	A*	M	S	C	NA
<ul style="list-style-type: none"> <li>Preventive measures in place include pre-employment screening, and physical and IT security (<i>Guide</i>, p 23)</li> </ul>					



**12. Investigating & Reporting Animal Welfare Concerns** NEW

	A*	M	S	C	NA
• Methods for investigating and reporting animal welfare concerns are established ( <i>Guide, p 23</i> ) <span style="background-color: lightblue;">[must]</span>	J				
• Reported concerns and corrective actions are documented ( <i>Guide, p 24</i> )					
• Mechanisms for reporting concerns are posted in facility and at applicable website with instructions ( <i>Guide, p 24</i> )					
◦ Includes multiple contacts ( <i>Guide, p 24</i> )					
• Includes anonymity, whistle blower policy, nondiscrimination and reprisal protection ( <i>Guide, p 24</i> )					

\* 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

**NOTES:**

## Veterinary Care

Date: 12/2019

### 1. Clinical Care and Management NEW

	A*	M	S	C	NA
• Veterinary program offers high quality of care and ethical standards ( <i>Guide, p 105</i> ) <span style="background-color: blue; color: white;">[must]</span>					
• Veterinarian provides guidance to all personnel to ensure appropriate husbandry, handling, treatment, anesthesia, analgesia, and euthanasia ( <i>Guide, p 106</i> )					
• Veterinarian provides oversight to surgery and perioperative care ( <i>Guide, p 106</i> )					
• Veterinary care program is appropriate for program requirements ( <i>Guide, pp 113-114</i> )					
• Veterinarian(s) is familiar with species and use of animals and has access to medical and experimental treatment records ( <i>Guide, p 114</i> )					
• Procedures to triage and prioritize incident reports are in place ( <i>Guide, p 114</i> )					
• Procedures are in place to address:					
◦ Problems with experiments to determine course of treatment in consultation with investigator ( <i>Guide, p 114</i> )					
• Recurrent or significant health problems with the IACUC and documentation of treatments and outcomes ( <i>Guide, p 114</i> )					
• Veterinary review and oversight of medical and animal use records ( <i>Guide, p 115</i> )					
• Procedures established for timely reporting of animal injury, illness, or disease ( <i>Guide, p 114</i> ) <span style="background-color: blue; color: white;">[must]</span>					
• Procedures established for veterinary assessment, treatment, or euthanasia ( <i>Guide, p 114</i> ) <span style="background-color: blue; color: white;">[must]</span>					
• Veterinarian is authorized to treat, relieve pain, and/or euthanize ( <i>Guide, p 114</i> ) <span style="background-color: blue; color: white;">[must]</span>					

### 2. Animal Procurement and Transportation/Preventive Medicine

	A*	M	S	C	NA
• Procedures for lawful animal procurement are in place ( <i>Guide, p 106</i> ) <span style="background-color: blue; color: white;">[must]</span>					
• Sufficient facilities and expertise are confirmed prior to procurement ( <i>Guide, p 106</i> )					
• Procurement is linked to IACUC review and approval ( <i>Guide, p 106</i> )					
• Random source dogs and cats are inspected for identification ( <i>Guide, p 106</i> )					
• Population status of wildlife species is considered prior to procurement ( <i>Guide, p 106</i> )					
• Appropriate records are maintained on animal acquisition ( <i>Guide, p 106</i> )					
• Animal vendors are evaluated to meet program needs and quality ( <i>Guide, p 106</i> )					
• Breeding colonies are based on need and managed to minimize numbers ( <i>Guide, p 107</i> )					
• Procedures for compliance with animal transportation regulations, including international requirements, are in place ( <i>Guide, p 107</i> ) <span style="background-color: blue; color: white;">[must]</span>					
• Transportation is planned to ensure safety, security and minimize risk ( <i>Guide, p 107</i> )					
• Movement of animals is planned to minimize transit time and deliveries are planned to ensure receiving personnel are available ( <i>Guide, pp 107-108</i> )					
• Appropriate loading and unloading facilities are available ( <i>Guide, p 109</i> )					
• Environment at receiving site is appropriate ( <i>Guide, p 109</i> )					
• Policies in place on separation by species, source, and health status ( <i>Guide, pp 109, 111-112</i> )					
• Procedures in place for quarantine to include zoonoses prevention ( <i>Guide, p 110</i> )					
• Quarantined animals from different shipments are handled separately or physically separated ( <i>Guide, p 110</i> )					
• Procedures in place for stabilization/acclimation ( <i>Guide, pp 110-111</i> )					
• Policies in place for isolation of sick animals ( <i>Guide, p 112</i> )					
• Program is in place for surveillance, diagnosis, treatment and control of disease to include daily observation ( <i>Guide, p 112</i> )					
• Diagnostic resources are available for preventive health program ( <i>Guide, p 112</i> )					

### ~ Surgery

	A*	M	S	C	NA
• Surgical outcomes are assessed and corrective changes instituted ( <i>Guide, p 115</i> )					
• Researchers have appropriate training to ensure good technique ( <i>Guide, p 115</i> ) <span style="background-color: blue; color: white;">[must]</span>					



<ul style="list-style-type: none"> <li>Pre-surgical plans are developed and include veterinary input (e.g., location, supplies, anesthetic and analgesic use, peri-operative care, recordkeeping) (Guide, p 116)</li> <li>Aseptic surgery is conducted in dedicated facilities or spaces, unless exception justified and IACUC approved (Guide, p 116)</li> <li>Surgical procedures including laparoscopic procedures are categorized as major or minor (Guide, pp 117-118)</li> <li>For nonsurvival surgery, the site is clipped, gloves are worn and instruments and area are clean (Guide, p 118)</li> <li>Aseptic technique is followed for survival surgical procedures (Guide, pp 118-119)</li> <li>Effective procedures for sterilizing instruments and monitoring expiration dates on sterile packs are in place (Guide, p 119)</li> <li>Procedures for monitoring surgical anesthesia and analgesia are in place (Guide, p 119)</li> <li>For aquatic species, skin surfaces are kept moist during surgical procedures (Guide, p 119)</li> <li>Post-operative monitoring and care are provided by trained personnel and documented (e.g., thermoregulation, physiologic function, analgesia, infection, removal of skin closures) (Guide, pp 119-120)</li> </ul>					
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#### 4. Pain, Distress, Anesthesia and Analgesia

	A*	M	S	C	NA
<ul style="list-style-type: none"> <li>Guidelines for assessment and categorization of pain, distress and animal wellbeing are provided during training (Guide, p 121)</li> <li>Selection of analgesics and anesthetics is based on professional veterinary judgment (Guide, p 121)</li> <li>Painful procedures are monitored to ensure appropriate analgesic management (Guide, p 122)</li> <li>Nonpharmacologic control of pain is considered as an element of postprocedural care (Guide, p 122)</li> <li>Procedures are in place to assure antinoception before surgery begins (Guide, p 122) [must]</li> <li>Guidelines for selection and use of analgesics and anesthetics are in place and regularly reviewed and updated (Guide, p 122)</li> <li>Special precautions for the use of paralytics are in place to ensure anesthesia<sup>xiv</sup> (Guide, p 123)</li> </ul>					

#### 5. Euthanasia

	A*	M	S	C	NA
<ul style="list-style-type: none"> <li>Methods are consistent with AVMA Guidelines on Euthanasia unless approved by the IACUC (Guide, p 123)</li> <li>Standardized methods are developed and approved by the veterinarian and IACUC that avoid distress and consider animal age and species (Guide, pp 123-124)</li> <li>Training is provided on appropriate methods for each species and considers psychological stress to personnel (Guide, p 124)</li> <li>Procedures and training are in place to ensure death is confirmed (Guide, p 124) [must]</li> </ul>					

#### 6. Drug Storage and Control <sup>NEW</sup>

	A*	M	S	C	NA
<ul style="list-style-type: none"> <li>Program complies with federal regulations for human and veterinary drugs (Guide, p 115) [must]</li> <li>Drug records and storage procedures are reviewed during facility inspections (Guide, p 115)</li> <li>Procedures are in place to ensure analgesics and anesthetics are used within expiration date (Guide, p 122) [must]</li> <li>Anesthetics and analgesics are acquired, stored, and their use and disposal are recorded legally and safely (Guide, p 122)</li> </ul>					

\* 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

#### NOTES:

Semiannual Checklist

v3/8/2012

Obtained by Rise for Animals. Uploaded 08/20/2020

Retrieved from Animal Research Laboratory Overview (ARLO)



# Inspection Guide

LABORATORY semi-annual IACUC inspections

11/19/19  
2019 LAB

*was very helpful. sent notes.*

*[Redacted signature]*

yes	no	n/a	Record-keeping	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Protocols and SOPs are current and available to view	needs to post updated <sup>or have</sup> protocol app.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Records of anesthesia, surgery, post-op are current and available to view	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contact information for veterinary staff is posted or accessible	Needs updated signage
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory Training Notebook is current and available to view	

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

yes	no	n/a	Drugs and anesthesia
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Controlled substances are appropriately secured
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Controlled substances use log is up to date and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drugs & pharmaceuticals are current with labels indicating expiration dates
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Anesthesia machines have been calibrated within last 12 months
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F/Air canister weights are regularly recorded; vapor recapture system is functional
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CO <sub>2</sub> cylinders are secured and have flow meters & instructions for use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guillotines are clean and sharp with current log of testing & maintenance



yes	no	n/a	Surgery and procedure areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable and materials needed for sanitation or disinfection are available
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitation</b> schedule is rigorous and performance is documented
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Storage</b> of non-surgical supplies is disallowed in surgery or procedure area
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Peri-op &amp; post-op</b> care is documented as per PI protocol (see also Recordkeeping)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (if applicable)

yes	no	n/a	Safety
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of lab areas and lab refrigerators
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps containers</b> are not overfull and discarded needles are not recapped
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Needles</b> , injection ports and other sharps are properly stored
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE</b> / Personal protection equipment is available, appropriate and used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chemicals</b> used in animals are clearly labeled with expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) weekly and test log is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> for any biological, chemical, radiation or other hazards is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal Contact Risk Questionnaire</b> is complete & current for all lab members

**Some questions commonly asked by the inspection team (and by USDA or NIH visitors):**

- Do you have a copy of your protocol here? Do your lab members read protocols? Documented?
- Could you explain how you euthanize your animals? How do you verify death?
- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?

# Inspection Guide

AQUATICS FACILITY and HOUSING semi-annual IACUC inspections

*Roof top  
- Pools look bad  
- missing daily log - gas smell??*

*[Redacted]*

yes	no	n/a	Aquatic Facility (general)
-----	----	-----	----------------------------

- |                                     |                          |                          |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Whistle-Blower Policy</b> is posted and current  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Surfaces</b> are sanitizable, e.g. no peeling paint, chips, cracks, rust, cloth, unsealed wood |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Housekeeping</b> is appropriate, area is generally clean and well-organized                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Cleaning Equipment</b> (mops, brooms) is stored off the floor                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Eye wash stations</b> are tested (flushed) weekly and test log is posted                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Human food</b> is kept out of animal use areas and lab refrigerators                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Electrical hazards</b> are eliminated or mitigated   |

*labs looked good.  
Roof needed attention*

yes	no	n/a	All Animal Housing
-----	----	-----	--------------------

- |                                     |                                     |                                     |   |
|-------------------------------------|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>Animals</b> generally appear healthy, sick animals are being promptly reported to vet staff  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <b>Veterinary contact</b> information current and posted  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <b>Emergency contact</b> sheets are current and posted  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>Husbandry records</b> reflect daily care (health, feeding) and are complete and accurate     |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>Care staff</b> are aware of special husbandry needs/potential health effects of experiments  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <b>Food</b> is in-date, secondary containers clearly labeled with contents and expiration date* |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>Medications and drugs</b> (MS-222) are pharmaceutical (USP)-grade and in-date                |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>Enclosures</b> allow for viewing of animals and are not obscured by algal growth             |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>Enclosures</b> are sanitized on a regular basis as specified in SOP ( $\leq$ 6 months)       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <b>Equipment</b> used with animals (nets, buckets) is sanitized to reduce disease risk          |

*couldn't tell!!*

\* dry flake food expires 3 years from receipt if unopened, 12 months once opened  
frozen food expires 12 months from receipt if frozen, 1 month once defrosted & refrigerated



The water-quality monitoring parameters below are general guidelines. Individual IACUCs, attending veterinarians, animal-care units, or laboratories may institute alternate monitoring requirements: refer to facility or lab SOPs for specifications.

Root  
Missing  
Records

yes	no	n/a	Static Housing (water periodically replaced)
<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</b> is recorded WEEKLY and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Ammonia</b> is recorded WEEKLY and prior to water changes to document maximum levels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Nitrite</b> is recorded WEEKLY and prior to water changes to document maximum levels
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chlorine</b> is recorded MONTHLY from <u>source</u> and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hardness</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 (e.g. 80-100% per week)

yes	no	n/a	Re-circulating Housing (water is continuously filtered)
<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</b> is recorded WEEKLY and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Ammonia</b> is recorded WEEKLY and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Nitrite</b> is recorded WEEKLY and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Nitrate</b> is recorded MONTHLY and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chlorine</b> is recorded MONTHLY from <u>source</u> and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hardness</b> is recorded MONTHLY and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Dissolved oxygen (dO<sub>2</sub>)</b> is recorded MONTHLY and is within acceptable range
<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 (≤ 6 months for charcoal, other types per SOP)

yes	no	n/a	Flow-through Housing (water flows freely from source)
<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</b> is recorded WEEKLY and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Ammonia</b> is recorded MONTHLY and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chlorine</b> is recorded MONTHLY from <u>source or tank</u> and is within acceptable range
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hardness</b> is recorded every 6 MONTHS and is within acceptable range for species
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Dissolved oxygen (dO<sub>2</sub>)</b> is recorded MONTHLY and is within acceptable range

# Inspection Guide

AQUATICS FACILITY and HOUSING semi-annual IACUC inspections

*NO enrichment  
for Highfish, she will  
put PVC tube.*

*[Signature]*

yes	no	n/a	Aquatic Facility (general)
-----	----	-----	----------------------------

- |                                     |                          |                          |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Whistle-Blower Policy</b> is posted and current  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Surfaces</b> are sanitizable, e.g. no peeling paint, chips, cracks, rust, cloth, unsealed wood |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Housekeeping</b> is appropriate, area is generally clean and well-organized                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Cleaning Equipment</b> (mops, brooms) is stored off the floor                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Eye wash stations</b> are tested (flushed) weekly and test log is posted                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Human food</b> is kept out of animal use areas and lab refrigerators                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Electrical hazards</b> are eliminated or mitigated   |

yes	no	n/a	All Animal Housing
-----	----	-----	--------------------

- |                                     |                          |                          |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animals</b> generally appear healthy, sick animals are being promptly reported to vet staff  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Veterinary contact</b> information current and posted  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Emergency contact</b> sheets are current and posted  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Husbandry records</b> reflect daily care (health, feeding) and are complete and accurate     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Care staff</b> are aware of special husbandry needs/potential health effects of experiments  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Food</b> is in-date, secondary containers clearly labeled with contents and expiration date* |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Medications and drugs</b> (MS-222) are pharmaceutical (USP)-grade and in-date                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Enclosures</b> allow for viewing of animals and are not obscured by algal growth             |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Equipment</b> used with animals (nets, buckets) is sanitized to reduce disease risk          |

\* dry flake food expires 3 years from receipt if unopened, 12 months once opened  
frozen food expires 12 months from receipt if frozen, 1 month once defrosted & refrigerated

The water-quality monitoring parameters below are general guidelines. Individual IACUCs, attending veterinarians, animal-care units, or laboratories may institute alternate monitoring requirements: refer to facility or lab SOPs for specifications.

yes	no	n/a	Static Housing (water periodically replaced)
-----	----	-----	--

- |                                     |                          |                          |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Temperature</b> (water, room) is recorded DAILY and is within acceptable range for species     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>pH</b> is recorded WEEKLY and is within acceptable range for species                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Ammonia</b> is recorded WEEKLY and prior to water changes to document maximum levels           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Nitrite</b> is recorded WEEKLY and prior to water changes to document maximum levels           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chlorine</b> is recorded MONTHLY from <u>source</u> and is within acceptable range for species |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hardness</b> is recorded MONTHLY and is within acceptable range for species                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Water changes</b> meet minimum required for species and system (e.g. 80-100% per week)         |

yes	no	n/a	Re-circulating Housing (water is continuously filtered)
-----	----	-----	---

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <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</b> is recorded WEEKLY and is within acceptable range for species                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Ammonia</b> is recorded WEEKLY and is within acceptable range for species                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Nitrite</b> is recorded WEEKLY and is within acceptable range for species                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Nitrate</b> is recorded MONTHLY and is within acceptable range for species                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chlorine</b> is recorded MONTHLY from <u>source</u> and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hardness</b> is recorded MONTHLY and is within acceptable range for species                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dissolved oxygen (dO<sub>2</sub>)</b> is recorded MONTHLY and is within acceptable range       |
| <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 (≤ 6 months for charcoal, other types per SOP)    |

yes	no	n/a	Flow-through Housing (water flows freely from source)
-----	----	-----	---

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <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</b> is recorded WEEKLY and is within acceptable range for species                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Ammonia</b> is recorded MONTHLY and is within acceptable range for species                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chlorine</b> is recorded MONTHLY from <u>source or tank</u> and is within acceptable range |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hardness</b> is recorded every 6 MONTHS and is within acceptable range for species         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dissolved oxygen (dO<sub>2</sub>)</b> is recorded MONTHLY and is within acceptable range   |

# Inspection Guide

AQUATICS FACILITY and HOUSING semi-annual IACUC inspections

*[Handwritten signature]*

yes	no	n/a	Aquatic Facility (general)
-----	----	-----	----------------------------

- |                                     |                          |                          |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Whistle-Blower Policy</b> is posted and current  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Surfaces</b> are sanitizable, e.g. no peeling paint, chips, cracks, rust, cloth, unsealed wood |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Housekeeping</b> is appropriate, area is generally clean and well-organized                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Cleaning Equipment</b> (mops, brooms) is stored off the floor                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Eye wash stations</b> are tested (flushed) weekly and test log is posted                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Human food</b> is kept out of animal use areas and lab refrigerators                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Electrical hazards</b> are eliminated or mitigated   |

yes	no	n/a	All Animal Housing
-----	----	-----	--------------------

- |                                     |                          |                          |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animals</b> generally appear healthy, sick animals are being promptly reported to vet staff  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Veterinary contact</b> information current and posted  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Emergency contact</b> sheets are current and posted  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Husbandry records</b> reflect daily care (health, feeding) and are complete and accurate     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Care staff</b> are aware of special husbandry needs/potential health effects of experiments  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Food</b> is in-date, secondary containers clearly labeled with contents and expiration date* |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Medications and drugs</b> (MS-222) are pharmaceutical (USP)-grade and in-date                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Enclosures</b> allow for viewing of animals and are not obscured by algal growth             |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Equipment</b> used with animals (nets, buckets) is sanitized to reduce disease risk          |

\* dry flake food expires 3 years from receipt if unopened, 12 months once opened  
frozen food expires 12 months from receipt if frozen, 1 month once defrosted & refrigerated



The water-quality monitoring parameters below are general guidelines. Individual IACUCs, attending veterinarians, animal-care units, or laboratories may institute alternate monitoring requirements: refer to facility or lab SOPs for specifications.

yes	no	n/a	Static Housing (water periodically replaced)
-----	----	-----	--

- |                                     |                          |                          |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Temperature</b> (water, room) is recorded DAILY and is within acceptable range for species     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>pH</b> is recorded WEEKLY and is within acceptable range for species                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Ammonia</b> is recorded WEEKLY and prior to water changes to document maximum levels           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Nitrite</b> is recorded WEEKLY and prior to water changes to document maximum levels           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chlorine</b> is recorded MONTHLY from <u>source</u> and is within acceptable range for species |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hardness</b> is recorded MONTHLY and is within acceptable range for species                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Water changes</b> meet minimum required for species and system (e.g. 80-100% per week)         |

yes	no	n/a	Re-circulating Housing (water is continuously filtered)
-----	----	-----	---

- |                          |                          |                                     |   |
|--------------------------|--------------------------|-------------------------------------|---|
| <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</b> is recorded WEEKLY and is within acceptable range for species                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Ammonia</b> is recorded WEEKLY and is within acceptable range for species                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Nitrite</b> is recorded WEEKLY and is within acceptable range for species                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Nitrate</b> is recorded MONTHLY and is within acceptable range for species                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Chlorine</b> is recorded MONTHLY from <u>source</u> and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Hardness</b> is recorded MONTHLY and is within acceptable range for species                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Dissolved oxygen (dO<sub>2</sub>)</b> is recorded MONTHLY and is within acceptable range       |
| <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 checked="" type="checkbox"/> | <b>Filters</b> are changed at regular intervals (≤ 6 months for charcoal, other types per SOP)    |

yes	no	n/a	Flow-through Housing (water flows freely from source)
-----	----	-----	---

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <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</b> is recorded WEEKLY and is within acceptable range for species                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Ammonia</b> is recorded MONTHLY and is within acceptable range for species                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chlorine</b> is recorded MONTHLY from <u>source or tank</u> and is within acceptable range |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hardness</b> is recorded every 6 MONTHS and is within acceptable range for species         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dissolved oxygen (dO<sub>2</sub>)</b> is recorded MONTHLY and is within acceptable range   |

# Inspection Guide

AQUATICS FACILITY and HOUSING semi-annual IACUC inspections

*[Handwritten signature]*

yes	no	n/a	Aquatic Facility (general)
-----	----	-----	----------------------------

- |                          |                                     |                          |   |
|--------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>Whistle-Blower Policy</b> is posted and current  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>Surfaces</b> are sanitizable, e.g. no peeling paint, chips, cracks, rust, cloth, unsealed wood |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>Housekeeping</b> is appropriate, area is generally clean and well-organized                    |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>Cleaning Equipment</b> (mops, brooms) is stored off the floor                                  |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>Eye wash stations</b> are tested (flushed) weekly and test log is posted                       |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>Human food</b> is kept out of animal use areas and lab refrigerators                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>Electrical hazards</b> are eliminated or mitigated   |

yes	no	n/a	All Animal Housing
-----	----	-----	--------------------

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animals</b> generally appear healthy, sick animals are being promptly reported to vet staff  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Veterinary contact</b> information current and posted  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Emergency contact</b> sheets are current and posted  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Husbandry records</b> reflect daily care (health, feeding) and are complete and accurate     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Care staff</b> are aware of special husbandry needs/potential health effects of experiments  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Food</b> is in-date, secondary containers clearly labeled with contents and expiration date* |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Medications and drugs</b> (MS-222) are pharmaceutical (USP)-grade and in-date                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Enclosures</b> allow for viewing of animals and are not obscured by algal 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          |

\* dry flake food expires 3 years from receipt if unopened, 12 months once opened  
frozen food expires 12 months from receipt if frozen, 1 month once defrosted & refrigerated

The water-quality monitoring parameters below are general guidelines. Individual IACUCs, attending veterinarians, animal-care units, or laboratories may institute alternate monitoring requirements: refer to facility or lab SOPs for specifications.

yes	no	n/a	Static Housing (water periodically replaced)
-----	----	-----	--

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <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</b> is recorded WEEKLY and is within acceptable range for species                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Ammonia</b> is recorded WEEKLY and prior to water changes to document maximum levels           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Nitrite</b> is recorded WEEKLY and prior to water changes to document maximum levels           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chlorine</b> is recorded MONTHLY from <u>source</u> and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hardness</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 (e.g. 80-100% per week)         |

yes	no	n/a	Re-circulating Housing (water is continuously filtered)
-----	----	-----	---

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <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</b> is recorded WEEKLY and is within acceptable range for species                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Ammonia</b> is recorded WEEKLY and is within acceptable range for species                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Nitrite</b> is recorded WEEKLY and is within acceptable range for species                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Nitrate</b> is recorded MONTHLY and is within acceptable range for species                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chlorine</b> is recorded MONTHLY from <u>source</u> and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hardness</b> is recorded MONTHLY and is within acceptable range for species                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dissolved oxygen (dO<sub>2</sub>)</b> is recorded MONTHLY and is within acceptable range       |
| <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 (≤ 6 months for charcoal, other types per SOP)    |

yes	no	n/a	Flow-through Housing (water flows freely from source)
-----	----	-----	---


- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <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</b> is recorded WEEKLY and is within acceptable range for species                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Ammonia</b> is recorded MONTHLY and is within acceptable range for species                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chlorine</b> is recorded MONTHLY from <u>source or tank</u> and is within acceptable range |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hardness</b> is recorded every 6 MONTHS and is within acceptable range for species         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dissolved oxygen (dO<sub>2</sub>)</b> is recorded MONTHLY and is within acceptable range   |

11/22/19

## 2019 FACILITY

## Inspection Guide

FACILITY and HOUSING semi-annual IACUC inspections

 doing great job!



yes	no	n/a	Facility-Wide
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Contact</b> information for veterinary staff is posted and current
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Whistle-Blower Policy</b> is posted and current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable, E.G. no peeling paint, chips, cracks, rust, cloth, unsealed wood
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitizing solutions</b> are appropriate for use; clear labeling indicates mix/fill date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE</b> is available, appropriate and consistently used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cleaning Equipment</b> (mops, brooms) is stored up off the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) monthly and test log is posted <i>Missing tags</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of animal use areas and lab refrigerators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor

yes	no	n/a	Animal Housing Rooms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Door signage</b> is appropriate E.G. species, disease status, hazards, required PPE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Emergency contact sheets</b> are current and posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Husbandry Records</b> are complete and accurate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within appropriate limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Housekeeping</b> is appropriate, area is generally clean and well-organized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal caging</b> is clean, with appropriate food, water, and enrichment provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animals</b> generally appear healthy, sick animals are being promptly reported to vet staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Care staff</b> are aware of special husbandry needs/potential health effects of experiments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cage cards</b> include protocol numbers (if only 1 protocol per room this may be on door)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Changing hoods</b> are in date <i>BSL need certifying. EHS on it.</i>

yes	no	n/a	Procedure Areas (may be separate rooms or part of housing room)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Housekeeping</b> is appropriate, area is generally clean and well-organized
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lab supplies</b> kept in shared spaces are identified with contact info and are accessible
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Controlled substances</b> are locked in secure area, log is up to date and available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Materials for survival procedures</b> are current with labels indicating expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Materials for terminal procedures</b> are clearly labeled and separated if out-of date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Anesthesia machines</b> have been calibrated within last 12 months
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CO<sub>2</sub> cylinders</b> are secured and have flow meters & instructions for use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps</b> are properly stored, sharps container is not overfull

yes	no	n/a	Storage Rooms
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>All items</b> stored up out of direct contact with the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Food</b> stored ~ 4 inches away from contact with walls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Food</b> is in-date, any secondary containers clearly labeled with contents and date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitizing materials</b> stored below eye level, not stored over food

yes	no	n/a	Cagewash
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Separation</b> between clean and dirty sides
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Temperature strips</b> used appropriately and documented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> and other safety measures in place

yes	no	n/a	Office/Breakroom
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Protocols and SOPs</b> are current and available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Veterinary logs</b> are available and are current and complete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Staff training records</b> are current and available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Emergency plan</b> is current and available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Water Quality records</b> are current and available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Autoclave records</b> are current and available to view

Nothing yet. Facility not open





2019 LAB

## Inspection Guide

LABORATORY semi-annual IACUC inspections

*does not  
have animals. Remove  
from door*

### yes no n/a Record-keeping

- |                                     |                          |                          |  |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Protocols</b> and SOPs are current and available to view                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Records</b> of anesthesia, surgery, post-op are current and available to view |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Contact</b> information for veterinary staff is posted or accessible          |
| <input checked="" 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

- |                                     |                          |                          |  |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal use areas</b> are generally clean and well-organized                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal procedure areas</b> are clean with sanitizable surfaces                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chairs</b> used in procedure areas are sanitizable (not cloth) or have covers                   |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dirty cages</b> and dirty bedding are not in procedure areas                                    |
| <input checked="" 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 Drugs and anesthesia

- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances</b> are appropriately secured                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances use log</b> is up to date and available to view                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Anesthesia machines</b> have been calibrated within last 12 months                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>CO<sub>2</sub> cylinders</b> are secured and have flow meters & instructions for use    |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Guillotines</b> are clean and sharp with current log of testing & maintenance           |



---

yes	no	n/a	Surgery and procedure areas
-----	----	-----	-----------------------------

---

- |                                     |                          |                          |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Surfaces</b> are sanitizable and materials needed for sanitation or disinfection are available |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Sanitation</b> schedule is rigorous and performance is documented                              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Storage</b> of non-surgical supplies is disallowed in surgery or procedure area                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Peri-op &amp; post-op</b> care is documented as per PI protocol (see also Recordkeeping)       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (if applicable)  |
- 

yes	no	n/a	Safety
-----	----	-----	--------

---

- |                                     |                          |                          |  |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Human food</b> is kept out of lab areas and lab refrigerators                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hoods</b> used for animals are uncluttered and have current certification       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Sharps containers</b> are not overfull and discarded needles are not recapped   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Needles</b> , injection ports and other sharps are properly stored              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>PPE</b> / Personal protection equipment is available, appropriate and used      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chemicals</b> used in animals are clearly labeled with expiration dates         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Eye wash stations</b> are tested (flushed) weekly and test log is posted        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Signage</b> for any biological, chemical, radiation or other hazards is posted  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal Contact Risk Questionnaire</b> is complete & current for all lab members |
- 

**Some questions commonly asked by the inspection team (and by USDA or NIH visitors):**

- Do you have a copy of your protocol here? Do your lab members read protocols? Documented?
- Could you explain how you euthanize your animals? How do you verify death?
- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?



2019 LAB

# Inspection Guide

LABORATORY semi-annual IACUC inspections

- remove ~~XXXX~~ from Card

- ethanol (2) need exp. dates  
bottles



## yes no n/a Record-keeping

- ☒ ☐ ☐ **Protocols** and SOPs are current and available to view
- ☒ ☐ ☐ **Records** of anesthesia, surgery, post-op are current and available to view
- ☒ ☐ ☐ **Contact** information for veterinary staff is posted or accessible
- ☐ ☐ ☐ **Laboratory Training Notebook** is current and available to view

## yes no n/a General lab care / housekeeping

- ☒ ☐ ☐ **Animal use areas** are generally clean and well-organized
- ☒ ☐ ☐ **Animal procedure areas** are clean with sanitizable surfaces
- ☒ ☐ ☐ **Chairs** used in procedure areas are sanitizable (not cloth) or have covers
- ☒ ☐ ☐ **Animal feed & bedding** are stored in closed containers with labels indicating exp. dates
- ☒ ☐ ☐ **Dirty cages** and dirty bedding are not in procedure areas
- ☒ ☐ ☐ **Sanitizing solutions** are appropriate for use; clear labeling indicates mix/fill date

## yes no n/a Drugs and anesthesia

- ☐ ☐ ☒ **Controlled substances** are appropriately secured
- ☐ ☐ ☒ **Controlled substances use log** is up to date and available to view
- ☒ ☐ ☐ **Drugs & pharmaceuticals** are current with labels indicating expiration dates
- ☐ ☐ ☒ **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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable and materials needed for sanitation or disinfection are available
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitation</b> schedule is rigorous and performance is documented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Storage</b> of non-surgical supplies is disallowed in surgery or procedure area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Peri-op &amp; post-op</b> care is documented as per PI protocol (see also Recordkeeping)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (if applicable)

yes	no	n/a	Safety
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of lab areas and lab refrigerators
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps containers</b> are not overfull and discarded needles are not recapped
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Needles</b> , injection ports and other sharps are properly stored
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE</b> / Personal protection equipment is available, appropriate and used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chemicals</b> used in animals are clearly labeled with expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) weekly and test log is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> for any biological, chemical, radiation or other hazards is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal Contact Risk Questionnaire</b> is complete & current for all lab members

**Some questions commonly asked by the inspection team (and by USDA or NIH visitors):**

- Do you have a copy of your protocol here? Do your lab members read protocols? Documented?
- Could you explain how you euthanize your animals? How do you verify death?
- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?



## Inspection Guide

LABORATORY semi-annual IACUC inspections

2019 LAB

*[Handwritten signature]*

*[Redacted area]*

yes	no	n/a	Record-keeping
-----	----	-----	----------------

- |                                     |                                     |                          |  |
|-------------------------------------|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <b>Protocols</b> and SOPs are current and available to view <i>Kept in doc</i>   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>Records</b> of anesthesia, surgery, post-op are current and available to view |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <b>Contact</b> information for veterinary staff is posted or accessible          |
| <input checked="" 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
-----	----	-----	---------------------------------

- |                                     |                          |                          |  |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal use areas</b> are generally clean and well-organized                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal procedure areas</b> are clean with sanitizable surfaces                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chairs</b> used in procedure areas are sanitizable (not cloth) or have covers                   |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dirty cages</b> and dirty bedding are not in procedure areas                                    |
| <input checked="" 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	Drugs and anesthesia
-----	----	-----	----------------------

- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances</b> are appropriately secured                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances use log</b> is up to date and available to view                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Anesthesia machines</b> have been calibrated within last 12 months                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>CO<sub>2</sub> cylinders</b> are secured and have flow meters & instructions for use    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Guillotines</b> are clean and sharp with current log of testing & maintenance           |



yes	no	n/a	Surgery and procedure areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable and materials needed for sanitation or disinfection are available
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitation</b> schedule is rigorous and performance is documented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Storage</b> of non-surgical supplies is disallowed in surgery or procedure area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Peri-op &amp; post-op</b> care is documented as per PI protocol (see also Recordkeeping)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (If applicable)

yes	no	n/a	Safety
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of lab areas and lab refrigerators
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps containers</b> are not overfull and discarded needles are not recapped
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Needles</b> , injection ports and other sharps are properly stored
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE</b> / Personal protection equipment is available, appropriate and used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chemicals</b> used in animals are clearly labeled with expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) weekly and test log is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> for any biological, chemical, radiation or other hazards is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal Contact Risk Questionnaire</b> is complete & current for all lab members

**Some questions commonly asked by the inspection team (and by USDA or NIH visitors):**

- Do you have a copy of your protocol here? Do your lab members read protocols? Documented?
- Could you explain how you euthanize your animals? How do you verify death?
- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?



**Inspection Guide**

SURGERY SPACE semi-annual IACUC inspections

- Remove ~~from~~ from Card

yes	no	n/a	Physical aspects of surgery area
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Room Air Pressure</b> is positive relative to exterior with clean air
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitizable surfaces</b> are present in surgical and prep areas (floors, countertops, cabinets)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitizing solutions</b> are appropriate for use; clear labeling indicates fill/mix date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitizing equipment</b> for instrument preparation available and appropriate for use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Anesthesia machines</b> have been calibrated within last 12 months
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional
			<div> <u>For major survival surgery on USDA-regulated animals:</u> </div> <div> <u>For non-major (or nonsurvival) surgery on USDA-regulated animals, OR survival surgery on aquatics, rodents, birds, or agricultural animals:</u> </div>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal &amp; surgeon prep area</b> is entirely outside the dedicated surgical area <b>Dedicated surgical area</b> (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)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal prep area</b> is sufficiently separated from surgical area to avoid contamination  <b>Surgical area</b> 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	Drugs and medical materials (refer to other docs)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Pharmaceutical-grade medications</b> are always used in live animals (nonsurvival & survival) for anesthesia, analgesia, emergency, and euthanasia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Non-pharm grade drugs</b> are explicitly approved in protocol and mixed under a lab SOP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Controlled substances</b> are appropriately secured and drug log is current & available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Packs, surgical materials</b> are sterilized as appropriate before use and stored in a manner to ensure their continued sterility

yes	no	n/a	<b>Surgical monitoring (refer to relevant veterinary policies for further details)</b>	
			<u>For major surgery (survival OR non-survival) on USDA-regulated animals:</u>	<u>For non-major surgery ('procedure') on USDA-regulated animals, OR survival surgery on aquatics, rodents, or birds:</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surgical records</b> provide sufficient detail* (procedure description, monitoring, drugs, treatment, etc) and must be written for each individual, regardless of procedure	<b>Surgical records</b> provide sufficient detail* (monitoring, drugs, treatment, etc) and may be written for a group of animals undergoing the same procedure

\* Please refer to the pertinent All-Campus Policies, Veterinary Standards and any applicable School/College Policies for details.

#### Questions about Peri-Operative Care:

**Pain** – Is assessed by what method? At what intervals?

**Analgesia** - Is used if appropriate? It is delivered at what interval(s)?

**Recovering/post-op** - How often are animal monitored, for how long, and what are the criteria for recovery?

**Sutures or implants** - Removed after how many days? Where is this documented?

**Sick or poorly recovering animals** – What are criteria for reporting an animal to the Vet staff?

**Post-op records** - Provide details of post-op care (monitoring, analgesia, treatment, etc)? \*Check visually

#### General questions relevant to surgical procedures on live animals:

Do you have a current copy of your protocol here? Do you have documentation that lab members read protocols? (ie a training log?)

Could you walk us through a typical surgery? Can we view your surgical records?

What post-op care and monitoring do you provide? Can we see the records?

If a procedure or surgery did not go well, what would you do? Who would you contact?

Do you keep a surgery log? Do you know, or can you estimate, the rate of adverse outcomes?

Do you have adequate training and veterinary support? How could support be improved?

Is there anything you'd like to ask us, or wish to convey to the committee?



## Inspection Guide

LABORATORY semi-annual IACUC inspections

2019 LAB

✓ *Keyboard cover needed*



yes	no	n/a	Record-keeping
-----	----	-----	----------------

- |                                     |                          |                          |  |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Protocols</b> and SOPs are current and available to view                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Records</b> of anesthesia, surgery, post-op are current and available to view |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Contact</b> information for veterinary staff is posted or accessible          |
| <input checked="" 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
-----	----	-----	---------------------------------

- |                                     |                          |                          |  |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal use areas</b> are generally clean and well-organized                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal procedure areas</b> are clean with sanitizable surfaces                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chairs</b> used in procedure areas are sanitizable (not cloth) or have covers                   |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dirty cages</b> and dirty bedding are not in procedure areas                                    |
| <input checked="" 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	Drugs and anesthesia
-----	----	-----	----------------------

- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances</b> are appropriately secured                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances use log</b> is up to date and available to view                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Anesthesia machines</b> have been calibrated within last 12 months                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>CO<sub>2</sub> cylinders</b> are secured and have flow meters & instructions for use    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Guillotines</b> are clean and sharp with current log of testing & maintenance           |





yes	no	n/a	Surgery and procedure areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable and materials needed for sanitation or disinfection are available
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitation</b> schedule is rigorous and performance is documented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Storage</b> of non-surgical supplies is disallowed in surgery or procedure area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Peri-op &amp; post-op</b> care is documented as per PI protocol (see also Recordkeeping)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (if applicable)

yes	no	n/a	Safety
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of lab areas and lab refrigerators
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps containers</b> are not overfull and discarded needles are not recapped
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Needles</b> , injection ports and other sharps are properly stored
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE</b> / Personal protection equipment is available, appropriate and used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chemicals</b> used in animals are clearly labeled with expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) weekly and test log is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> for any biological, chemical, radiation or other hazards is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal Contact Risk Questionnaire</b> is complete & current for all lab members

**Some questions commonly asked by the inspection team (and by USDA or NIH visitors):**

- Do you have a copy of your protocol here? Do your lab members read protocols? Documented?
- Could you explain how you euthanize your animals? How do you verify death?
- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?



## Inspection Guide

LABORATORY semi-annual IACUC inspections

2019 LAB

- Blinnair  
Testing

- spoke to [redacted]  
- 2 week experiments  
[redacted] [redacted]

yes	no	n/a	Record-keeping
-----	----	-----	----------------

- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input checked="" 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 checked="" type="checkbox"/> | <b>Records</b> of anesthesia, surgery, post-op are current and available to view |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Contact</b> information for veterinary staff is posted or accessible          |
| <input checked="" 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
-----	----	-----	---------------------------------

- |                                     |                          |                          |  |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal use areas</b> are generally clean and well-organized                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Animal procedure areas</b> are clean with sanitizable surfaces                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Chairs</b> used in procedure areas are sanitizable (not cloth) or have covers                   |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Dirty cages</b> and dirty bedding are not in procedure areas                                    |
| <input checked="" 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	Drugs and anesthesia
-----	----	-----	----------------------

- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances</b> are appropriately secured                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances use log</b> is up to date and available to view                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Anesthesia machines</b> have been calibrated within last 12 months                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>CO<sub>2</sub> cylinders</b> are secured and have flow meters & instructions for use    |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Guillotines</b> are clean and sharp with current log of testing & maintenance           |





yes	no	n/a	
<b>Surgery and procedure areas</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable and materials needed for sanitation or disinfection are available
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitation</b> schedule is rigorous and performance is documented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Storage</b> of non-surgical supplies is disallowed in surgery or procedure area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Peri-op &amp; post-op</b> care is documented as per PI protocol (see also Recordkeeping)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (if applicable)
<b>Safety</b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of lab areas and lab refrigerators
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps containers</b> are not overfull and discarded needles are not recapped
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Needles</b> , injection ports and other sharps are properly stored
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE / Personal protection equipment</b> is available, appropriate and used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chemicals</b> used in animals are clearly labeled with expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) weekly and test log is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> for any biological, chemical, radiation or other hazards is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal Contact Risk Questionnaire</b> is complete & current for all lab members

**Some questions commonly asked by the inspection team (and by USDA or NIH visitors):**

- Do you have a copy of your protocol here? Do your lab members read protocols? Documented?
- Could you explain how you euthanize your animals? How do you verify death?
- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?



## Inspection Guide

LABORATORY semi-annual IACUC inspections

2019 LAB



- (so far were exp. this month)



yes	no	n/a	Record-keeping
-----	----	-----	----------------

- |                                     |                          |                          |  |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Protocols</b> and SOPs are current and available to view                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Records</b> of anesthesia, surgery, post-op are current and available to view |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Contact</b> information for veterinary staff is posted or accessible          |
| <input checked="" 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
-----	----	-----	---------------------------------

- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Animal use areas</b> are generally clean and well-organized                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Animal procedure areas</b> are clean with sanitizable surfaces                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Chairs</b> used in procedure areas are sanitizable (not cloth) or have covers                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <b>Dirty cages</b> and dirty bedding are not in procedure areas                                    |
| <input checked="" 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	Drugs and anesthesia
-----	----	-----	----------------------

- |                                     |                                     |                                     |  |
|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>Controlled substances</b> are appropriately secured                                     |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances use log</b> is up to date and available to view                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates     |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <b>Anesthesia machines</b> have been calibrated within last 12 months                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <b>CO<sub>2</sub> cylinders</b> are secured and have flow meters & instructions for use    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <b>Guillotines</b> are clean and sharp with current log of testing & maintenance           |



yes	no	n/a	Surgery and procedure areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable and materials needed for sanitation or disinfection are available
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitation</b> schedule is rigorous and performance is documented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Storage</b> of non-surgical supplies is disallowed in surgery or procedure area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Peri-op &amp; post-op</b> care is documented as per PI protocol (see also Recordkeeping)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (if applicable)

yes	no	n/a	Safety
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of lab areas and lab refrigerators
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps containers</b> are not overfull and discarded needles are not recapped
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Needles</b> , injection ports and other sharps are properly stored
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE</b> / Personal protection equipment is available, appropriate and used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chemicals</b> used in animals are clearly labeled with expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) weekly and test log is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> for any biological, chemical, radiation or other hazards is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal Contact Risk Questionnaire</b> is complete & current for all lab members

**Some questions commonly asked by the inspection team (and by USDA or NIH visitors):**

- Do you have a copy of your protocol here? Do your lab members read protocols? Documented?
- Could you explain how you euthanize your animals? How do you verify death?
- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?



# Inspection Guide

FACILITY and HOUSING semi-annual IACUC inspections

*Remove BSL-2 signage*

*Remove [redacted]*

*Remove [redacted] from card.*

*Gen. Area - Remove Traps*

## yes no n/a Facility-Wide

- ☒ ☐ ☐ **Contact** information for veterinary staff is posted and current
- ☒ ☐ ☐ **Whistle-Blower Policy** is posted and current
- ☒ ☐ ☐ **Surfaces** are sanitizable, E.G. no peeling paint, chips, cracks, rust, cloth, unsealed wood
- ☒ ☐ ☐ **Sanitizing solutions** are appropriate for use; clear labeling indicates mix/fill date
- ☒ ☐ ☐ **PPE** is available, appropriate and consistently used
- ☒ ☐ ☐ **Cleaning Equipment** (mops, brooms) is stored up off the floor
- ☒ ☐ ☐ **Eye wash stations** are tested (flushed) monthly and test log is posted
- ☒ ☐ ☐ **Human food** is kept out of animal use areas and lab refrigerators
- ☒ ☐ ☐ **Cardboard boxes**, including broken glass boxes, are stored off the floor

## yes no n/a Animal Housing Rooms

- ☒ ☐ ☐ **Door signage** is appropriate E.G. species, disease status, hazards, required PPE
- ☒ ☐ ☐ **Emergency contact sheets** are current and posted
- ☒ ☐ ☐ **Husbandry Records** are complete and accurate
- ☒ ☐ ☐ **Room temp & humidity** levels are recorded and controlled within appropriate limits
- ☒ ☐ ☐ **Housekeeping** is appropriate, area is generally clean and well-organized
- ☒ ☐ ☐ **Animal caging** is clean, with appropriate food, water, and enrichment provided.
- ☒ ☐ ☐ **Animals** generally appear healthy, sick animals are being promptly reported to vet staff
- ☒ ☐ ☐ **Care staff** are aware of special husbandry needs/potential health effects of experiments
- ☒ ☐ ☐ **Cage cards** include protocol numbers (if only 1 protocol per room this may be on door)
- ☒ ☐ ☐ **Changing hoods** are in date

*One cage missing enrichment. Extra nests are available in room.*

*Cage wash room - Food belonging to [redacted] expired - throw out.*

*Needs keyboard cover and/or remove laptop when not in use.*

yes	no	n/a	Procedure Areas (may be separate rooms or part of housing room)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Housekeeping</b> is appropriate, area is generally clean and well-organized
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lab supplies</b> kept in shared spaces are identified with contact info and are accessible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Controlled substances</b> are locked in secure area, log is up to date and available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Materials for survival procedures</b> are current with labels indicating expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Materials for terminal procedures</b> are clearly labeled and separated if out-of date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Anesthesia machines</b> have been calibrated within last 12 months
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>CO<sub>2</sub> cylinders</b> are secured and have flow meters & instructions for use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps</b> are properly stored, sharps container is not overfull
yes	no	n/a	Storage Rooms
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>All items</b> stored up out of direct contact with the floor <i>Extension cords - daisy chain</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Food</b> stored ~ 4 inches away from contact with walls <i>- lightbulbs need to be stored away.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Food</b> is in-date, any secondary containers clearly labeled with contents and date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitizing materials</b> stored below eye level, not stored over food
yes	no	n/a	Cagewash
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Separation</b> between clean and dirty sides
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Temperature strips</b> used appropriately and documented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> and other safety measures in place
yes	no	n/a	Office/Breakroom
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Protocols and SOPs</b> are current and available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Veterinary logs</b> are available and are current and complete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Staff training records</b> are current and available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Emergency plan</b> is current and available to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Water Quality records</b> are current and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Autoclave records</b> are current and available to view





## Inspection Guide

LABORATORY semi-annual IACUC inspections

2019 LAB

- Air curtain concern  
- replace whistle blower



### yes no n/a Record-keeping

- ☒ ☒ ☐ **Protocols** and SOPs are current and available to view - expired 17
- ☐ ☐ ☒ **Records** of anesthesia, surgery, post-op are current and available to view
- ☒ ☐ ☐ **Contact** information for veterinary staff is posted or accessible
- ☒ ☐ ☐ **Laboratory Training Notebook** is current and available to view

### yes no n/a General lab care / housekeeping

- ☒ ☐ ☐ **Animal use areas** are generally clean and well-organized
- ☒ ☐ ☐ **Animal procedure areas** are clean with sanitizable surfaces
- ☒ ☐ ☐ **Chairs** used in procedure areas are sanitizable (not cloth) or have covers
- ☒ ☐ ☐ **Animal feed & bedding** are stored in closed containers with labels indicating exp. dates
- ☒ ☐ ☐ **Dirty cages** and dirty bedding are not in procedure areas
- ☐ ☐ ☐ **Sanitizing solutions** are appropriate for use; clear labeling indicates mix/fill date

### yes no n/a Drugs and anesthesia

- ☐ ☐ ☒ **Controlled substances** are appropriately secured
- ☐ ☐ ☒ **Controlled substances use log** is up to date and available to view
- ☒ ☐ ☐ **Drugs & pharmaceuticals** are current with labels indicating expiration dates
- ☐ ☐ ☒ **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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable and materials needed for sanitation or disinfection are available
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitation</b> schedule is rigorous and performance is documented
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Peri-op &amp; post-op</b> care is documented as per PI protocol (see also Recordkeeping)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (if applicable)

yes	no	n/a	Safety
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of lab areas and lab refrigerators
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps containers</b> are not overfull and discarded needles are not recapped
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Needles</b> , injection ports and other sharps are properly stored
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE /</b> Personal protection equipment is available, appropriate and used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chemicals</b> used in animals are clearly labeled with expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) weekly and test log is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> for any biological, chemical, radiation or other hazards is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal Contact Risk Questionnaire</b> is complete & current for all lab members

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- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?



## Inspection Guide

LABORATORY semi-annual IACUC inspections

2019 LAB

eyewash  
exp. 12/4/19



yes	no	n/a	Record-keeping
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- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input checked="" 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 checked="" type="checkbox"/> | <b>Records</b> of anesthesia, surgery, post-op are current and available to view |
| <input checked="" 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 checked="" type="checkbox"/> | <b>Laboratory Training Notebook</b> is current and available to view             |

yes	no	n/a	General lab care / housekeeping
-----	----	-----	---------------------------------

- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Animal use areas</b> are generally clean and well-organized                                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Animal procedure areas</b> are clean with sanitizable surfaces                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Chairs</b> used in procedure areas are sanitizable (not cloth) or have covers                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <b>Dirty cages</b> and dirty bedding are not in procedure areas                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Sanitizing solutions</b> are appropriate for use; clear labeling indicates mix/fill date        |

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

- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Controlled substances</b> are appropriately secured                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Controlled substances use log</b> is up to date and available to view                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Anesthesia machines</b> have been calibrated within last 12 months                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>CO<sub>2</sub> cylinders</b> are secured and have flow meters & instructions for use    |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Guillotines</b> are clean and sharp with current log of testing & maintenance           |





yes	no	n/a	Surgery and procedure areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable and materials needed for sanitation or disinfection are available
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitation</b> schedule is rigorous and performance is documented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Storage</b> of non-surgical supplies is disallowed in surgery or procedure area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Peri-op &amp; post-op</b> care is documented as per PI protocol (see also Recordkeeping)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (if applicable)

yes	no	n/a	Safety
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of lab areas and lab refrigerators
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps containers</b> are not overfull and discarded needles are not recapped
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Needles</b> , injection ports and other sharps are properly stored
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE</b> / Personal protection equipment is available, appropriate and used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Chemicals</b> used in animals are clearly labeled with expiration dates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) weekly and test log is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Signage</b> for any biological, chemical, radiation or other hazards is posted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal Contact Risk Questionnaire</b> is complete & current for all lab members

**Some questions commonly asked by the inspection team (and by USDA or NIH visitors):**

- Do you have a copy of your protocol here? Do your lab members read protocols? Documented?
- Could you explain how you euthanize your animals? How do you verify death?
- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?



## Inspection Guide

FACILITY and HOUSING semi-annual IACUC inspections



yes	no	n/a	Facility-Wide
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- |                                     |                          |                                     |   |
|-------------------------------------|--------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Contact</b> information for veterinary staff is posted and current                             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Whistle-Blower Policy</b> is posted and current  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Surfaces</b> are sanitizable, E.G. no peeling paint, chips, cracks, rust, cloth, unsealed wood |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Sanitizing solutions</b> are appropriate for use; clear labeling indicates mix/fill date       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>PPE</b> is available, appropriate and consistently used  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Cleaning Equipment</b> (mops, brooms) is stored up off the floor                               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Eye wash stations</b> are tested (flushed) monthly and test log is posted                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Human food</b> is kept out of animal use areas and lab refrigerators                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Cardboard boxes</b> , including broken glass boxes, are stored off the floor                   |

yes	no	n/a	Animal Housing Rooms
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- |                                     |                          |                                     |  |
|-------------------------------------|--------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Door signage</b> is appropriate E.G. species, disease status, hazards, required PPE         |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Emergency contact sheets</b> are current and posted   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Husbandry Records</b> are complete and accurate   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Room temp &amp; humidity</b> levels are recorded and controlled within appropriate limits   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Housekeeping</b> is appropriate, area is generally clean and well-organized                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Animal caging</b> is clean, with appropriate food, water, and enrichment provided.          |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Animals</b> generally appear healthy, sick animals are being promptly reported to vet staff |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Care staff</b> are aware of special husbandry needs/potential health effects of experiments |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <b>Cage cards</b> include protocol numbers (if only 1 protocol per room this may be on door)   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <b>Changing hoods</b> are in date  |

yes	no	n/a	Procedure Areas (may be separate rooms or part of housing room)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Housekeeping</b> is appropriate, area is generally clean and well-organized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Lab supplies</b> kept in shared spaces are identified with contact info and are accessible
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Controlled substances</b> are locked in secure area, log is up to date and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Materials for survival procedures</b> are current with labels indicating expiration dates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Materials for terminal procedures</b> are clearly labeled and separated if out-of date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Anesthesia machines</b> have been calibrated within last 12 months
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>F/Air</b> canister weights are regularly recorded; vapor recapture system is functional
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>CO<sub>2</sub> cylinders</b> are secured and have flow meters & instructions for use
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Hoods</b> used for animals are uncluttered and have current certification
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharps</b> are properly stored, sharps container is not overfull
yes	no	n/a	Storage Rooms
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>All items</b> stored up out of direct contact with the floor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Food</b> stored ~ 4 inches away from contact with walls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Food</b> is in-date, any secondary containers clearly labeled with contents and date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitizing materials</b> stored below eye level, not stored over food
yes	no	n/a	Cagewash
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Separation</b> between clean and dirty sides
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Temperature strips</b> used appropriately and documented
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Signage</b> and other safety measures in place
yes	no	n/a	Office/Breakroom
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Protocols and SOPs</b> are current and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Veterinary logs</b> are available and are current and complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Staff training records</b> are current and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Emergency plan</b> is current and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Water Quality records</b> are current and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Autoclave records</b> are current and available to view