

Memorandum to:

From:

Institutional Animal Care and Use Committee

Subject:

Semiannual Report of the Program Review and Facility Inspection

Date:

Tuesday, November 19, 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]

n/a

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]

n/a

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

Animal Care and Use Program Review Date(s):

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]

III. Deficiencies in the Institution's Animal Facility

Animal Facility Inspection Date(s):

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]*

- 1) Deficiency #1
- a. Category: minor
 - b. Location: clean cage wash room #1717
 - c. Deficiency description: Water pooled beneath ramp that is against the rack washer, on the clean cage wash side.
 - d. Responsible party: Facility Director
 - e. Correction schedule: Service call placed to have Buxton Medical technician check for broken gaskets around the cage wash door. Appointment has been made for 12/2/19.

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]*

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

Facility director and Veterinarian are in the process of putting together a preliminary program description to submit to AAALAC for review.

VI. Signatures *[signatures of a majority of the IACUC members required by AWAR (§2.31,c,3), if applicable]*

Names of IACUC Members	Signatures
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Semiannual Program Review and Facility Inspection Checklist

About the checklist

The Semiannual Program Review and Facility Inspection Checklist is provided to assist institutions in conducting their semiannual reviews of programs and facilities for the care and use of animals. The Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals ([Policy](#)), section [IV.B.1.-2.](#), requires the Institutional Animal Care and Use Committee (IACUC) to review the institution's program for humane care and use of animals and inspect all of the institution's animal facilities at least once every 6 months using the *Guide for the Care and Use of Laboratory Animals: Eighth Edition* ([Guide](#)) as a basis for evaluation.

How to use the checklist

This checklist is a tool to assist IACUCs in conducting thorough semiannual reviews. IACUCs are not required to use this checklist but are encouraged to amend it as necessary to reflect institutional programs and needs, or to develop their own checklist. If the checklist is modified, periodic review of the checklist is recommended to ensure relevant topics are considered as the animal care and use program changes.

The checklist covers the major topics of the *Guide* and the requirements of the PHS Policy. The checklist does not replace the *Guide*, but should be utilized in conjunction with the *Guide*. The *Guide* provides the standards, recommendations, and descriptions of desired outcomes necessary to evaluate and inspect an animal care and use program. Relevant references for the *Guide* and the PHS Policy are noted. Endnotes are included to reference specific U.S. Department of Agriculture (USDA) regulatory requirements that differ from the PHS Policy. Topics that are new to this version of the checklist or identified as a "must" in the *Guide* are highlighted. A column to identify changes that have occurred in the institution's program for animal care and use (PHS Policy [IV.A.1.a.-i.](#)) since the last review is also a new feature.

The checklist consists of the following sections:

- I. Semiannual Program Review Checklist
 - Institutional Policies and Responsibilities
 - Veterinary Care
- II. Semiannual Facility Inspection Checklist
 - Terrestrial Animal Housing and Support Areas
 - Aquatic Animal Housing and Support Areas
 - Cagewash
 - Special Facilities: Aseptic Surgery
 - Special Facilities: Procedure Areas, Non-survival Surgeries, Laboratories, Rodent Surgeries, Imaging, Whole Body Irradiation, Hazardous Agent Containment, Behavioral Studies
- III. Semiannual Program Review and Facility Inspection Report
- IV. Endnotes

It is recommended that the Program Review section be completed during an IACUC meeting. Because physical aspects of a program require visual observation to evaluate, it is recommended that the Facility Inspection section be completed during an inspection of the facilities, including satellite facilities.

A table is provided, "Semiannual Program Review and Facility Inspection Report," as a format for the IACUC to organize and track information regarding deficiencies, and plans and schedules for correction. IACUCs may choose to attach the table to the Semiannual Report to the Institutional Official.

Questions or comments?

Suggestions or comments about this checklist should be e-mailed to: olawdpe@mail.nih.gov.

I. Semiannual Program Review Checklist Institutional Policies and Responsibilities

e: November 19, 2019

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

(Guide, p 30)					
• Multiple surgical procedures on a single animal are justified and outcomes evaluated (Guide, p 30)	X				
• Major versus minor surgical procedures are evaluated on a case-by-case basis (Guide, p 30)	X				
• Multiple survival procedure justifications in non regulated species conform to regulated species standards (Guide, p 30)	X				
• Animals on food/fluid restriction are monitored to ensure nutritional needs are met (Guide, p 31)	X				
• Body weights for food/fluid restricted animals are recorded at least weekly (Guide, p 31)	X				
• Daily written records are maintained for food/fluid restricted animals (Guide, p 31)	X				
• Pharmaceutical grade chemicals are used , when available, for animal-related procedures (Guide, p 31)	X				
• Non-pharmaceutical grade chemicals are described, justified, and approved by IACUC (Guide, p 31)	X				
• Investigators conducting field studies know zoonotic diseases, safety issues, laws and regulations applicable in study area (Guide, p 32)					X
• Disposition plans are considered for species removed from the wild (Guide, p 32)					X
• Toe-clipping only used when no alternative, performed aseptically and with pain relief (Guide, p 75)	X				
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.)	X				
• Members include a veterinarian, a scientist, a nonscientist, and a nonaffiliated non lab animal user (Guide, p 24) ⁱⁱ	X				
• IACUC authority and resources for oversight and evaluation of institution's program are provided (Guide, p 14)	X				
• IACUC conducts semiannual evaluations of institutional animal care and use program (PHS Policy, IV.B.)	X				
• Conducts semiannual inspections of institutional animal facilities (PHS Policy, IV.B.)	X				
• IACUC organizationally reports to the Institutional Official (PHS Policy, IV.A.1.b.)	X				
• Methods for reporting and investigating animal welfare concerns are in place (Guide, p 23) [must]	X				
• Reviews and investigates concerns about animal care and use at institution ⁱⁱⁱ (PHS Policy, IV.B.)	X				
• Procedures are in place for review, approval, and suspension of animal activities ^{iv} (PHS Policy, IV.B.)	X				
• Procedures are in place for review and approval of significant changes to approved activities (PHS Policy, IV.B.)	X				
• 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)	X				
• Requests for exemptions from major survival surgical procedure restrictions are made to USDA/APHIS ^v (Guide, p 30) [must]	X				
6. IACUC Training	A*	M	S	C	NA
All IACUC members should receive:					
• Formal orientation to institution's program (Guide, p 17)	X				
• Training on legislation, regulations, guidelines, and policies (Guide, p 17)	X				
• Training on how to inspect facilities and labs where animal use or housing occurs (Guide, p 17)	X				
• Training on how to review protocols as well as evaluate the program (Guide, p 17)	X				
• Ongoing training/education (Guide, p 17)	X				
7. IACUC Records and Reporting Requirements^{vi}	A*	M	S	C	NA
Annual report to the IO (PHS Policy, IV.B.)					
• Submitted to IO every 6 months	X				
• Compiles program review and facility inspection(s) results (includes all program and facility deficiencies)	X				

o Includes minority IACUC views	X				
o Describes IACUC-approved departures from the <i>Guide</i> or PHS Policy and the reasons for each departure ^{vii}	X				
o Distinguishes significant from minor deficiencies	X				
o Includes a plan and schedule for correction for each deficiency identified ^{viii}	X				
Reports to OLAW (PHS Policy, IV.F.)					
o Annual report to OLAW documents program changes, dates of the semiannual program reviews and facility inspections and includes any minority views	X				
o Promptly advises OLAW of serious/ongoing <i>Guide</i> deviations or PHS Policy noncompliance (NOT-OD-05-034)	X				
o Institute must promptly advise OLAW of any suspension of an animal activity by the IACUC (NOT-OD-05-034)	X				
Reports to U.S. Department of Agriculture (USDA) or Federal funding agency^{ix}					
o Annual report to USDA contains required information including all exceptions/exemptions	X				
o Reporting mechanism to USDA is in place for IACUC-approved exceptions to the regulations and standards	X				
o Reports are filed within 15 days for failures to adhere to timetable for correction of significant deficiencies	X				
o Promptly reports suspensions of activities by the IACUC to USDA and any Federal funding agency	X				
Records (PHS Policy, IV.E.)					
o IACUC meeting minutes and semiannual reports to the IO are maintained for 3 years	X				
o Records of IACUC reviews of animal activities include all required information ^x	X				
o Records of IACUC reviews are maintained for 3 years after the completion of the study	X				
8. Veterinary Care	A*	M	S	C	NA
o An arrangement for veterinarian(s) with training or experience in lab animal medicine is in place including backup veterinary care ^{xi}					
o Veterinary access to all animals is provided (<i>Guide</i> , p 14) [must]	X				
o Direct or delegated authority is given to the veterinarian to oversee all aspects of animal care and use (<i>Guide</i> , p 14) [must]	X				
o Veterinarian provides consultation when pain and distress exceeds anticipated level in protocol (<i>Guide</i> , p 5) [must]	X				
o Veterinarian provides consultation when interventional control is not possible (<i>Guide</i> , p 5) [must]	X				
o If part time /consulting veterinarian, visits meet programmatic needs (<i>Guide</i> , p 14)	X				
o Regular communication occurs between veterinarian and IACUC (<i>Guide</i> , p 14)					
o Veterinarian(s) have experience and training in species used (<i>Guide</i> , p 15) [must]	X				
o Veterinarian(s) have experience in facility administration/management (<i>Guide</i> , p 15)	X				
Clinical Care and Management	A*	M	S	C	NA
o Veterinary program offers high quality of care and ethical standards (<i>Guide</i> , p 105) [must]	X				
o Veterinarian provides guidance to all personnel to ensure appropriate husbandry, handling, treatment, anesthesia, analgesia, and euthanasia (<i>Guide</i> , p 106)	X				
o Veterinarian provides oversight to surgery and perioperative care (<i>Guide</i> , p 106)	X				
o Veterinary care program is appropriate for program requirements (<i>Guide</i> , pp 113-114)	X				
o Veterinarian(s) is familiar with species and use of animals and has access to medical and experimental treatment records (<i>Guide</i> , p 114)	X				
o Procedures to triage and prioritize incident reports are in place (<i>Guide</i> , p 114)	X				
o Procedures are in place to address:					
o Problems with experiments to determine course of treatment in consultation with investigator(<i>Guide</i> , p 114)	X				

o Recurrent or significant health problems with the IACUC and documentation of treatments and outcomes (<i>Guide, p 114</i>)	X								
o Veterinary review and oversight of medical and animal use records (<i>Guide, p 115</i>)	X								
• Procedures established for timely reporting of animal injury, illness, or disease (<i>Guide, p 114</i>) [must]	X								
• Procedures established for veterinary assessment, treatment, or euthanasia (<i>Guide, p 114</i>) [must]	X								
• Veterinarian is authorized to treat, relieve pain, and/or euthanize (<i>Guide, p 114</i>) [must]	X								
Animal Procurement and Transportation/Preventive Medicine	A*	M	S	C	NA				
• Procedures for lawful animal procurement are in place (<i>Guide, p 106</i>) [must]	X								
• Sufficient facilities and expertise are confirmed prior to procurement (<i>Guide, p 106</i>)	X								
• Procurement is linked to IACUC review and approval (<i>Guide, p 106</i>)	X								
• Random source dogs and cats are inspected for identification (<i>Guide, p 106</i>)								X	
• Population status of wildlife species is considered prior to procurement (<i>Guide, p 106</i>)								X	
• Appropriate records are maintained on animal acquisition (<i>Guide, p 106</i>)	X								
• Animal vendors are evaluated to meet program needs and quality (<i>Guide, p 106</i>)	X								
• Breeding colonies are based on need and managed to minimize numbers (<i>Guide, p 107</i>)	X								
• Procedures for compliance with animal transportation regulations, including international requirements, are in place (<i>Guide, p 107</i>) [must]	X								
• Transportation is planned to ensure safety, security and minimize risk (<i>Guide, p 107</i>)	X								
• 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>)	X								
• Appropriate loading and unloading facilities are available (<i>Guide, p 109</i>)	X								
• Environment at receiving site is appropriate (<i>Guide, p 109</i>)	X								
• Policies in place on separation by species, source, and health status (<i>Guide, pp 109, 111-112</i>)	X								
• Procedures in place for quarantine to include zoonoses prevention (<i>Guide, p 110</i>)	X								
• Quarantined animals from different shipments are handled separately or physically separated (<i>Guide, p 110</i>)	X								
• Procedures in place for stabilization/acclimation (<i>Guide, pp 110-111</i>)	X								
• Policies in place for isolation of sick animals (<i>Guide, p 112</i>)	X								
• Program is in place for surveillance, diagnosis, treatment and control of disease to include daily observation (<i>Guide, p 112</i>)	X								
• Diagnostic resources are available for preventive health program (<i>Guide, p 112</i>)	X								
Surgery	A*	M	S	C	NA				
• Surgical outcomes are assessed and corrective changes instituted (<i>Guide, p 115</i>)	X								
• Researchers have appropriate training to ensure good technique (<i>Guide, p 115</i>) [must]	X								
• Pre-surgical plans are developed and include veterinary input (e.g., location, supplies, anesthetic and analgesic use, peri-operative care, recordkeeping) (<i>Guide, p 116</i>)	X								
• Aseptic surgery is conducted in dedicated facilities or spaces, unless exception justified and IACUC approved (<i>Guide, p 116</i>)	X								
• Surgical procedures including laparoscopic procedures are categorized as major or minor (<i>Guide, pp 117-118</i>)	X								
• For nonsurvival surgery, the site is clipped, gloves are worn and instruments and area are clean (<i>Guide, p 118</i>)	X								
• Aseptic technique is followed for survival surgical procedures (<i>Guide, pp 118-119</i>)	X								
• Effective procedures for sterilizing instruments and monitoring expiration dates on sterile packs are in place (<i>Guide, p 119</i>)	X								
• Procedures for monitoring surgical anesthesia and analgesia are in place (<i>Guide, p 119</i>)	X								

17)^{aw}

- Research/testing methods that minimize numbers necessary to obtain valid results (PHS Policy, [IV.A.1.g.](#)) X
- Research/testing methods that minimize animal pain or distress (PHS Policy, [IV.A.1.g.](#)) X
- Use of hazardous agents, including access to OSHA chemical hazard notices where applicable ([Guide, p 20](#)) X
- Animal care and use legislation ([Guide, p 17](#)) X
- IACUC function ([Guide, p 17](#)) X
- Ethics of animal use and Three R's ([Guide, p 17](#)) X

11. Occupational Health and Safety of Personnel**A* M S C NA**

- Program is in place and is consistent with federal, state, and local regulations ([Guide, p 17](#)) [must] X
- Program covers *all* personnel who work in laboratory animal facilities ([Guide, p 18](#)) X
- Changing, washing, and showering facilities are available as appropriate ([Guide, p 19](#)) X
- Hazardous facilities are separated from other areas and identified as limited access ([Guide, p 19](#)) X
- Personnel training is provided based on risk (e.g., zoonoses, hazards, personal hygiene, special precautions, animal allergies) ([Guide, p 20](#)) X
- Personal hygiene procedures are in place (e.g., work clothing, eating/drinking/smoking policies) ([Guide, p 20](#)) X
- Procedures for use, storage, and disposal of hazardous biologic, chemical, and physical agents are in place ([Guide, p 21](#)) X
- Personal Protective Equipment for the work area is appropriate and available ([Guide, p 21](#)) X

Program for medical evaluation and preventive medicine for personnel includes:

- Pre-employment evaluation including health history ([Guide, p 22](#)) X
- Immunizations as appropriate (e.g., rabies, tetanus) and tests as appropriate ([Guide, p 22](#)) X
- Zoonosis surveillance as appropriate (e.g., Q-fever, tularemia, Hantavirus, plague) ([Guide, p 23](#)) X
- Procedures for reporting and treating injuries, including accidents, bites, allergies, etc. ([Guide, p 23](#)) X
- Promotes early diagnosis of allergies including preexisting conditions ([Guide, p 22](#)) X
- Considers confidentiality and other legal factors as required by federal, state and local regulations ([Guide, p 22](#)) [must] X
- If serum samples are collected, the purpose is consistent with federal and state laws ([Guide, p 22](#)) [must] X
- Waste anesthetic gases are scavenged ([Guide, p 21](#)) X
- Hearing protection is provided in high noise areas ([Guide, p 22](#)) X
- Respiratory protection is available when performing airborne particulate work ([Guide, p 22](#)) X

Special precautions for personnel who work with nonhuman primates, their tissues or body fluids include:

- Tuberculosis screening provided for all exposed personnel ([Guide, p 23](#)) X
- Training and implementation of procedures for bites, scratches, or injuries associated with [REDACTED] ([Guide, p 23](#)) X
- PPE is provided including gloves, arm protection, face masks, face shields, or goggles ([Guide, p 21](#)) X
- Injuries associated with [REDACTED] are carefully evaluated and treatment implemented ([Guide, p 23](#)) X
- Occupational safety and health of field studies is reviewed by OSH committee or office ([Guide, p 32](#)) X

12. Personnel Security**A* M S C NA**

- Preventive measures in place include pre-employment screening, and physical and IT security ([Guide, p 23](#)) X

13. Investigating & Reporting Animal Welfare Concerns**X M S C NA**

- Methods for investigating and reporting animal welfare concerns are established X

(Guide, p 23) [must]

- Reported concerns and corrective actions are documented (Guide, p 24) X
- Mechanisms for reporting concerns are posted in facility and at applicable website with instructions (Guide, p 24) X
 - Includes multiple contacts (Guide, p 24)
 - Includes anonymity, whistle blower policy, nondiscrimination and reprisal protection (Guide, p 24)

* 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

ⁱ The PHS Policy requires that Assured institutions comply with the regulations (9 CFR, Subchapter A) issued by the U.S. Department of Agriculture (USDA) under the Animal Welfare Act, as applicable. The endnotes below are specific USDA regulatory requirements that differ from or are in addition to the PHS Policy. This list is not intended to be all inclusive. For additional information please refer to 9 CFR Subchapter A - Animal Welfare.

ⁱⁱ Part 2 Subpart C - Research Facilities

- 2.31(b)(2) - "The Committee shall be composed of a Chairman and at least two additional members;... at least one shall not be affiliated in any way with the facility...such person will provide representation for general community interests in the proper care and treatment of animals." [PHS policy requires 5 members]

ⁱⁱⁱ 2.32(c)(4) - "...No facility employee, Committee member, or laboratory personnel shall be discriminated against or be subject to any reprisal for reporting violations of any regulation or standards under the Act." [USDA requirement additional to PHS Policy]

^{iv} 2.31(d)(5) - "...shall conduct continuing reviews of activities...not less than annually." [PHS Policy requires a complete new review every 3 years utilizing all the criteria for initial review]

^v 2.31(d)(1)(x) - "...no animal will be used in more than one major operative procedure from which it is allowed to recover unless...(it is) justified for scientific reasons...(or is) required as routine veterinary procedure...or other special circumstances as determined by the Administrator on an individual basis." [this last point is an additional USDA justification for multiple survival surgeries]

^{vi} 2.36 - "...each reporting facility shall submit an annual report to the APHIS, AC sector supervisor for the State where the facility is located on or before December 1 of each calendar year." [The USDA annual report has a list of requirements which differ from PHS annual report]

^{vii} 2.36(b)(3) - "...exceptions to the standards and regulations be specified and explained by the principal investigator and approved by the IACUC. A summary of all such exceptions must be attached to the facility's annual report." [Refers to USDA annual report]

^{viii} 2.31(c)(3) - "...Any failure to adhere to the plan and schedule that results in a significant deficiency remaining uncorrected shall be reported in writing within 15 business days by the IACUC, through the institutional official, to APHIS and any Federal agency funding that activity." [PHS Policy requires prompt reporting to OPRR of serious or continuing noncompliance with the PHS Policy or serious deviations from the provisions of the Guide]

o stability of pairs or groups is monitored for incompatibility (Guide, p 64)	✓			
o single housing is justified for social species (Guide, p 64)	✓			
o single housing is limited to the minimum period necessary (Guide, p 64)	✓			
o additional enrichment for single housed animals is provided (Guide, p 64)	✓			
o single housing is reviewed regularly by IACUC and veterinarian (Guide, p 64)	✓			
o habituation to routine procedures is part of enrichment program (Guide, p 64)	✓			
• Naturalistic Environments:				
o animals added /removed with consideration of effect on group (Guide, p 55)	✓			
o adequate food, fresh water, and shelter ensured (Guide, p 55)	✓			
• Food:				
o feeding schedule and procedures including caloric intake management (Guide, pp 65-67)	✓			
o contamination prevention (Guide, p 65)	✓			
o vendor quality control (Guide, p 66)	✓			
o storage in sealed containers (Guide, p 66)	✓			
o expiration date labeling (Guide, p 66)	✓			
o vermin control (Guide, p 66)	✓			
o rotation of stocks (Guide, p 66)	✓			
• Water:				
o ad libitum unless justified (Guide, pp 67-68)	✓			
o QC procedures (Guide, pp 67-68)	✓			
• Bedding and Nesting Materials:				
o species appropriate (Guide, pp 68-69)	✓			
o keeps animals dry (Guide, pp 68-69)	✓			
o QC procedures (Guide, pp 68-69)	✓			
o minimizes scientific variables (Guide, pp 68-69)	✓			
• Sanitation:				
o frequency of bedding/substrate change (Guide, p 70)	✓			
o cleaning and disinfection of microenvironment (Guide, pp 70-71)	✓			
o cleaning and disinfection of macroenvironment (Guide, p 72)	✓			
o assessing effectiveness (Guide, p 73)	✓			
• Waste Disposal:				
o procedures for collection (Guide, pp 73-74)	✓			
o procedures for storage and disposal (Guide, pp 73-74)	✓			
o hazardous wastes are rendered safe before removal from facility (Guide, pp 73-74) [must]	✓			
o animal carcasses (Guide, pp 73-74)	✓			
• Pest Control:				
o regularly scheduled (Guide, p 74)	✓			
o documented program including control of rodent pests and insecticide use (Guide, p 74)	✓			
• Emergency, Weekend, and Holiday Animal Care:				
o care provided by qualified personnel every day (Guide, p 74)	✓			
o provision for accessible contact information (Guide, p 74)	✓			
o monitoring of backup systems (Guide, p 143)	✓			
o veterinary care available after hours, weekends, and holidays (Guide, pp 74, 114) [must]	✓			
o a disaster plan that takes into account both personnel and animals (Guide, p 75)	✓			
• Identification:				
o cage/rack cards contain required information (Guide, p 75)	✓			
o genotype information included and standardized nomenclature used when applicable (Guide, p 75)	✓			
• Recordkeeping:				
o clinical records accessible and contain appropriate information (Guide, pp 75-76)	✓			
o records are provided when animals are transferred between institutions (Guide, p 75)	✓			
• Breeding Genetics and Nomenclature:				
o appropriate genetic records, management and monitoring procedures (Guide, p 76)	✓			

<ul style="list-style-type: none"> phenotypes that affect wellbeing are reported to IACUC and effectively managed (Guide, p 77) 	✓				
<ul style="list-style-type: none"> Storage: <ul style="list-style-type: none"> adequate space for equipment, supplies, food, bedding and refuse (Guide, p 141) bedding in vermin-free area and protected from contamination (Guide, p 141) food in vermin-free, temperature and humidity controlled area and protected from contamination (Guide, p 141) refuse storage is separate (Guide, p 141) carcass and animal tissue storage is separate, refrigerated below 7°C and cleanable (Guide, p 141) Personnel: <ul style="list-style-type: none"> adequate space for locker rooms, administration and training (Guide, p 135) 	✓	✓	✓	✓	✓

* **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:

Cagewash

Date:

Location:

	A*	M	S	C	NA
<ul style="list-style-type: none"> Construction and Operation: <ul style="list-style-type: none"> dedicated central area for sanitizing cages and equipment is provided (<i>Guide, p 143</i>) cage-washing equipment meets need (<i>Guide, p 143</i>) doors, windows, floors, drainage, walls, ceilings (<i>Guide, pp 136-138</i>) convenient to animal areas/waste disposal (<i>Guide, p 143</i>) ease of access (including door size) facilitates use (<i>Guide, p 143</i>) sufficient space for staging and maneuvering (<i>Guide, p 143</i>) safety precautions/clothing/equipment used for waste disposal/prewash/acid wash ((<i>Guide, p 143</i>) traffic flow clean to dirty with no contamination of clean equipment by dirty equipment and appropriate air pressurization (<i>Guide, p 143</i>) insulation and/or sound attenuation present as needed (<i>Guide, p 143</i>) utilities are appropriate (<i>Guide, p 143</i>) ventilation meets heat and humidity load (<i>Guide, p 143</i>) safety features (e.g., SOPs, warning signs, eyewash stations) are in use (<i>Guide, p 143</i>) functioning safety devices to prevent entrapment in washer/sterilizers (<i>Guide, p 143</i>) cage wash temperatures are monitored and records are available (<i>Guide, p 73</i>) appropriate clean cage storage (<i>Guide, p 141</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:

Date: _____
Location: _____

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

Obtained by Rise for Animals. Uploaded 07/09/2020

Date:
Location:

NOTES:

III. Semiannual Program Review and Facility Inspection Report

Date:

Members in Attendance:

Deficiency Category*	✓	Location	Deficiency and Plan for Correction	Responsible Party	Correction Schedule and Interim Status	Date Complete
minor deficiency	17		Puddle by cage wash machine		immediately	11/19/19

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- 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 OL W)
- NA = not applicable
- ✓ Check if repeat deficiency