



Inspection Guide

LABORATORY semi-annual ACUC inspections

This guide sheet is intended to provide an outline of items commonly cited by Animal Care and Use Committees (ACUC) during semi-annual inspections of labs: it does not present a comprehensive list of requirements for animal use. Animal users are required to follow all relevant standards, including the Animal Welfare Act Regs, Public Health Service Policy, the Guide, and their ACUC-approved protocol.

Questions, concerns, and requests for assistance in preparing for an inspection are welcome. Please contact Carey Hannan at RARC: phone (608) 890-1784 or email hannan@rarc.wisc.edu

yes	no	n/a	Record-keeping
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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Protocols and SOPs are current and available to view |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Records of anesthesia, surgery, post-op are current and available to view |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact information for veterinary staff is posted or accessible |
| <input 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
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|--------------------------|--------------------------|--------------------------|--|
| <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 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 type="checkbox"/> | Dirty cages and dirty bedding are not in procedure areas |
| <input 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
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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Controlled substances are appropriately secured |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Controlled substances use log is up to date and available to view |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drugs & pharmaceuticals are current with labels indicating expiration dates |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Anesthesia machines have been calibrated within last 12 months |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | F/Air canister weights are regularly recorded; vapor recapture system is functional |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CO₂ cylinders are secured and have flow meters & instructions for use |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guillotines are clean and sharp with current log of testing & maintenance |



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

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