

Inspection Guide

FACILITY and HOUSING semi-annual ACUC inspections

This guide 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 | Facility-Wide |
|-----|----|-----|---------------|
|-----|----|-----|---------------|

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

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

Changing hoods are in date

| yes | no | n/a | Procedure Areas (may be separate rooms or part of housing room) |
|-----|----|-----|--|
|-----|----|-----|--|

- Housekeeping** is appropriate, area is generally clean and well-organized
- Lab supplies** kept in shared spaces are identified with contact info and are accessible
- Controlled substances** are locked in secure area, log is up to date and available to view
- Drugs & pharmaceuticals** are current with labels indicating expiration dates
- Materials for survival procedures** are current with labels indicating expiration dates
- Materials for terminal procedures** are clearly labeled and separated if out-of date
- Anesthesia machines** have been calibrated within last 12 months
- F/Air** canister weights are regularly recorded; vapor recapture system is functional
- CO₂ cylinders** are secured and have flow meters & instructions for use
- Hoods** used for animals are uncluttered and have current certification
- Sharps** are properly stored, sharps container is not overfull

| yes | no | n/a | Storage Rooms |
|-----|----|-----|----------------------|
|-----|----|-----|----------------------|

- All items** stored up out of direct contact with the floor
- Food** stored ~ 4 inches away from contact with walls
- Food** is in-date, any secondary containers clearly labeled with contents and date
- Sanitizing materials** stored below eye level, not stored over food

| yes | no | n/a | Cagewash |
|-----|----|-----|-----------------|
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- Separation** between clean and dirty sides
- Temperature strips** used appropriately and documented
- Signage** and other safety measures in place

| yes | no | n/a | Office/Breakroom |
|-----|----|-----|-------------------------|
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- Protocols and SOPs** are current and available to view
- Veterinary logs** are available and are current and complete

Staff training records are current and available to view

Emergency plan is current and available to view

Water Quality records are current and available to view

Autoclave records are current and available to view
