



Inspection Guide

FARM 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 farms: 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 Regulations, Public Health Service Policy, the Guide, the Ag Guide, and their ACUC-approved protocol.

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

yes	no	n/a	Recordkeeping & Information
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|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Protocols, SOPs, and Emergency Plans are current and available to view |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Records , including but not limited to: surgical, procedural, medical and/or treatment records, are current and available to view |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff Training Records are current and available to view |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Veterinary & Emergency Contact information is posted or accessible, and current |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Whistle-Blower Policy is posted and current |

yes	no	n/a	General Upkeep
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|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Animal use areas are generally clean and well-maintained and risk of injury is minimized (safe flooring, no potential for entrapment, no protruding metal etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Animal surgery & procedure areas are clean with sanitizable surfaces (for surgery areas) and materials for survival and non-survival procedures are appropriately labeled and segregated (if necessary) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Animal feed & bedding are stored appropriately and labeled as necessary |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sanitizing solutions are appropriate for use; containers have labels indicating expiration-, use by- or mixed on- date (<i>please indicate which is being used</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Transport vehicles are clean, functional, and appropriate (including any equipment used in transporting animals) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vermin Control measures are in place and documented |

yes	no	n/a	Animals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All animals are checked daily for health/food/water and records of these checks are available, complete, and accurate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Animals generally appear healthy and in good condition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick animals are promptly reported to appropriate Veterinary Staff and/or treated per facility SOP and the treatment documented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Animal holding areas are clean with appropriate food, water, and bedding (if applicable) provided. Food and water is not soiled and access is appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Social Housing and Enrichment is provided according to campus policy
yes	no	n/a	Pastures (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Animals are checked daily according to facility SOP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fencing is well maintained
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pasture is adequate for intended use (e.g. size, composition, grazing level, grazing density) and a thistle/weed control program is in place
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shelter from the elements is either present or managed via facility SOP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A fly/pest control program is in place
yes	no	n/a	Drugs, Chemicals, and Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controlled substances are locked in secure area, logs and records are accurate, up to date, and available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drugs & pharmaceuticals (e.g. eye lube) are not expired and have labels indicating "expiration" or "use by" dates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals, pesticides or other substances are labeled with chemical name and "expiration" or "use by" dates – instructions for use should be available
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Data Sheets (SDS) are current and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anesthesia machines have been calibrated within the last 12 months and have a sticker with inspection date visible

yes	no	n/a	Safety/Biosecurity
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Human food is kept out of enclosed animal areas and lab refrigerators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Livestock restraint devices (e.g. Squeeze chutes, gating) are in good repair
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aid kits are available and do not contain expired materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sharps (needles, injection ports etc.) are properly stored and sharps container is not overfull
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher certification is current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE / Personal protection equipment (like shoe covers, gloves, coveralls, eyewear and respiratory protection) is available and consistently used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eye wash stations are tested (flushed) weekly and test log is posted and up to date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cardboard boxes , including broken glass boxes, are stored off the floor to prevent soaking during mopping or water leaks