## **Inspection Guide**



LABORATORY semi-annual IACUC 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 the RARC IACUC office at <a href="mailto:iacuc@rarc.wisc.edu">iacuc@rarc.wisc.edu</a>

yes	no	n/a	Record-keeping
			<b>Protocols and SOPs</b> are current and readily accessible. The IACUC may compare your records to your protocol, with emphasis on: Anesthesia/Analgesia and Aseptic Technique
			Records of anesthesia, surgery, post-op are current and available to view
			Contact information for veterinary staff is posted or accessible
			<b>Training of all staff</b> is current, and documentation is up to date 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
			<b>Animal feed &amp; bedding</b> 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
			<b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates. Drugs and supplies not used in live animals are labeled "Not for Animal Use"
			<b>Anesthesia machines</b> have been calibrated within last 12 months and anesthesia scavenging system has been risk assessed by safety.
			<b>F/Air canister</b> weights are regularly recorded: vapor recapture system is functional



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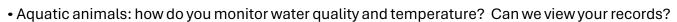
			CO2 cylinders are secured and have flow meters & instructions for use
			Guillotines are clean and sharp with current log of testing & maintenance
yes	no	n/a	Surgery and procedure areas
			Surfaces are sanitizable and materials needed for sanitation or disinfection are available
			<b>Behavioral</b> and other testing equipment is cleaned by an approved method and an SOP
			Sanitation schedule is rigorous, and performance is documented
			<b>Storage</b> of non-surgical supplies is disallowed in surgery or procedure area
			Peri-op & post-op care is documented as per PI protocol (see also Recordkeeping)
			<b>Room temp &amp; humidity</b> levels are recorded and controlled within limits (if applicable)
yes	no	n/a	Safety
			<b>Human food</b> is kept out of lab areas and lab refrigerators
			<b>Hoods</b> used for animals are uncluttered and have current certification
			Sharps containers are not overfull and discarded needles are not recapped
			Needles, injection ports and other sharps are properly stored
			Needles, injection ports and other sharps are properly stored  PPE / Personal protection equipment is available, appropriate and used
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			PPE / Personal protection equipment is available, appropriate and used  Chemicals used in animals are clearly labeled with expiration dates  Eye wash stations are tested (flushed) weekly and test log is posted

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

- Do you know how to report a sick animal to the veterinary staff?
- Do you have a n up-to-date 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?



- 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?



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