



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 Danielle Ewing at RARC: phone (608) 265-4404 or email dsewing@wisc.edu

yes	no	n/a	Record-keeping
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- Protocols** and SOPs are current and readily accessible
- Records** of anesthesia, surgery, post-op are current and available to view
- Contact** information for veterinary staff is posted or accessible
- Training** of all staff is current, and documentation is available to view

yes	no	n/a	General lab care / housekeeping
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- 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
- Animal feed & bedding** 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
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- Controlled substances** are appropriately secured
- Controlled substances use log** is up to date and available to view
- Drugs & pharmaceuticals** are current with labels indicating expiration dates
- 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



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

Sanitation schedule is rigorous, and performance is documented

Storage 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)

Room temp & humidity levels are recorded and controlled within limits (if applicable)

yes no n/a Safety

Human food is kept out of lab areas and lab refrigerators

Hoods 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

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

Cardboard boxes, including broken glass boxes, are stored off the floor

Signage for any biological, chemical, radiation or other hazards is posted

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 know how to report a sick animal to the veterinary staff?
- 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?