

ARE YOU INSPECTION READY?

Use this checklist as a self-evaluation tool to help your laboratory plan for an Institutional Animal Care & Use Committee (IACUC) inspection or a visit from AAALAC site visitors.

We also recommend assigning specific duties pertaining to laboratory animal safety to individuals in your lab. This individual should serve as the point person for questions or concerns others in your lab may have about proper policies and procedures.

 Frequent deficiency

 Occasional deficiency

| RECORDKEEPING & RESOURCES | |
|---------------------------|--|
| <input type="checkbox"/> | Protocol(s) and SOPs are current and available to review, including any IBC protocols |
| <input type="checkbox"/> | Lab personnel aware of all available animal care and use training resources and requirements |
| <input type="checkbox"/> | Personnel training records (especially euthanasia and surgery) are current and available to review |
| <input type="checkbox"/> | Anesthesia, surgery, and post-operative records are current and available to review |
| <input type="checkbox"/> | Contact information for veterinary staff is posted or accessible |
| <input type="checkbox"/> | Emergency, weekend, and holiday contact information for research personnel is posted or accessible |
| <input type="checkbox"/> | Animal Welfare Reporting, Occupational Medicine and Allergan Alert signage is current and posted |
| <input type="checkbox"/> | All applicable certificates are displayed and/or available (i.e. radiation safety) |

| GENERAL LABORATORY CARE | |
|--------------------------|---|
| <input type="checkbox"/> | Animal use areas are generally clean and well-organized, clutter free, clean air filters, no rust/peeling paint, no burned out lights, no cardboard near animal areas |
| <input type="checkbox"/> | Animal use equipment is clean and well-maintained** |
| <input type="checkbox"/> | Surfaces are clean and sanitizable (NO porous surfaces like cloth chairs, wood benches, etc.) |
| <input type="checkbox"/> | Sanitizing solutions are appropriate for use; clear labeling indicates substance and mix/fill date; NOT EXPIRED |
| <input type="checkbox"/> | PPE is available and appropriately used |
| <input type="checkbox"/> | Eye wash stations / showers are tested (flushed) WEEKLY and testing is documented on inspection log |
| <input type="checkbox"/> | Human food/drink is kept out of animal use areas and laboratory refrigerators (sticker/label available) |

** If you have items that come in direct contact with animals that are **HAND WASHED** – contact OLARhusbandrysupervisors@hsc.wvu.edu to schedule a visit to have your sanitation procedures verified by CHARM testing.

| PERSONNEL WORKING WITH ANIMALS | |
|--------------------------------|--|
| <input type="checkbox"/> | All personnel working with animals are listed on an approved protocol(s), knowledgeable of the protocol(s) contents, enrolled in the Occupational Health and Safety Program, up to date with relevant training |
| <input type="checkbox"/> | All animal procedures that are currently being performed are listed on an approved protocol and are performed as described in the protocol |
| <input type="checkbox"/> | Personnel conducting surgery are knowledgeable in aseptic technique (survival surgeries) and post-op monitoring procedures and record keeping |
| <input type="checkbox"/> | Personnel conducting euthanasia are knowledgeable in proper euthanasia methods and carcass disposal |

| STORAGE | |
|--------------------------|--|
| <input type="checkbox"/> | Feed is in-date and any secondary containers are clearly labeled with contents and expiration or mill date |
| <input type="checkbox"/> | Feed is stored in a closed container that prevents potential contamination/spoilage |
| <input type="checkbox"/> | Bottles, vials, and containers are properly labeled with contents and expiration dates |
| <input type="checkbox"/> | Sanitizing/cleaning supplies are NOT stored in such a way that they may contaminate feed |
| <input type="checkbox"/> | Hazardous and waste materials are properly contained and labeled |

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| SAFETY & SECURITY | |
|--------------------------|--|
| <input type="checkbox"/> | Signage for any biological, chemical, radiation, or other present hazards is current and posted |
| <input type="checkbox"/> | Security measures/controlled access are in place |
| <input type="checkbox"/> | Gas cylinders are appropriately secured |
| <input type="checkbox"/> | Fume hood or Biosafety Cabinet (BSC) certification is up to date |
| <input type="checkbox"/> | Sharps containers available and NOT overfull; used/discarded needles are NOT recapped |
| <input type="checkbox"/> | Needles and other sharps are properly stored and disposed of |
| <input type="checkbox"/> | Calibration logs for behavior equipment using electrical stimulation (i.e. shock boxes) |
| <input type="checkbox"/> | Proper storage of flammable/hazardous chemicals used with animals |
| <input type="checkbox"/> | Sharpening records for guillotines/scissors used for euthanasia by decapitation available for review |

| ANIMAL HOUSING ROOMS / Satellites (cont.) | |
|---|--|
| <input type="checkbox"/> | Animal cage/enclosure is labeled with appropriate information (e.g. Protocol #, ID, DOB, etc) |
| <input type="checkbox"/> | Animals generally appear healthy |
| <input type="checkbox"/> | Sick animals are promptly reported to veterinary care staff |
| <input type="checkbox"/> | Staff are aware of special husbandry needs/potential health effects of experiments |
| <input type="checkbox"/> | Singly housed cages are clearly labeled with reason for animal's single housing, including the date in which single housing began, and contain appropriate species-specific enrichment items |
| <input type="checkbox"/> | CO ₂ cylinders used for euthanasia have flow meters and instructions for use |

| ANIMAL HOUSING ROOMS (or Satellites) | |
|--------------------------------------|--|
| <input type="checkbox"/> | Is room approved for Satellite housing? |
| <input type="checkbox"/> | Door signage is appropriate (e.g. species, disease status, hazards, required PPE) |
| <input type="checkbox"/> | Husbandry records are complete and accurate |
| <input type="checkbox"/> | Room temperature and humidity levels are recorded and controlled within appropriate levels |
| <input type="checkbox"/> | Animal cage/enclosure is clean, with appropriate food, water, and enrichment provided |

| LAB SURGICAL AREAS (outside vivarium) | |
|---------------------------------------|--|
| <input type="checkbox"/> | Separate areas for surgical prep, surgery and recovery |
| <input type="checkbox"/> | All drugs, suture, needles, syringes, and other dated medical supplies are either within their expiration date or are clearly marked "For Terminal Use Only" |
| <input type="checkbox"/> | Methods for re-sterilization of instruments between serial surgeries are followed by personnel (e.g. glass bead sterilizer, multiple sterilized packs, etc.) |
| <input type="checkbox"/> | Proper surgical PPE available and used (masks, gowns, sterile surgical gloves, etc.) |
| <input type="checkbox"/> | Proper labeling and storage of materials autoclaved/sterilized (i.e. labeled with sterilization and expiration dates, stored in clean area free from moisture, etc.) |
| <input type="checkbox"/> | Autoclave validation and documentation is up to date (contact OLAR for assistance) |

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| DRUGS & ANESTHESIA | |
|--------------------------|---|
| <input type="checkbox"/> | Controlled substances are stored properly in a secured area with lock box |
| <input type="checkbox"/> | Controlled Substances Use Log is current and available to review |
| <input type="checkbox"/> | All secondary containers properly labeled with contents and expiration date (NO abbreviations) |
| <input type="checkbox"/> | Drug solutions are labeled with contents and date when solutions were made (drugs expire after preparation, dilution, or mixing) or expiration date |
| <input type="checkbox"/> | Use of USP grade drugs or approved justification to use non-USP |
| <input type="checkbox"/> | Methods for purification/sterilization of non-pharmaceutical grade substances (i.e. autoclave, filters, etc.) |
| <input type="checkbox"/> | Anesthesia machine certification up to date (and documented) and anesthetic gases properly scavenged |
| <input type="checkbox"/> | F/Air canister weights are regularly recorded; vapor recapture system is functional |
| <input type="checkbox"/> | F/Air canisters containing charcoal filters are free from obstacles which may impede proper air flow |
| <input type="checkbox"/> | Proper procedures are in place for identifying, segregating, and disposing of expired drugs and medical supplies |

| LABORATORY NOTES/ TO DO LIST | |
|--|--|
| Use this space to write down any questions or concerns that arose as part of your lab's self-evaluation. Questions can be directed to the Post-Approval Monitoring staff in the Office of Animal Welfare. iacuc@mail.wvu.edu | |
| <input type="checkbox"/> | |
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IACUC Policies, Guidelines and approved SOPs:

<https://animal.research.wvu.edu/policies-and-guidelines#wvu>

Eyewash Station and Shower Testing log sheets:

<https://www.ehs.wvu.edu/hsc/laboratory-safety-hsc/audits-inspections>

Recommended signage for laboratory areas:

<https://animal.research.wvu.edu/faq> under "Compliance and Welfare"

Veterinary Emergency Contact Information:

<https://hsc.wvu.edu/olar/contact-us/emergency-contact-information/>

For agricultural areas, contact the site manager.