

# STAYING INSPECTION READY

Frequent Deficiency

Occasional Deficiency

Use this checklist as a self-evaluation tool to help your laboratory plan for an IACUC inspection and also to remain inspection-ready year round.

## RECORDKEEPING & RESOURCES

Lab personnel are current for all animal care and use training requirements

Proposals are current: all procedures and agent usage in accordance and all study sites are listed

Lab personnel are knowledgeable of Proposals

Anesthesia, surgery, and post-operative records are current & available to review

Satellite Housing Locations: Emergency, weekend, and holiday contact information is posted or accessible, along with contact information for RRF veterinarians

Reporting & Investigating Animal Welfare Concerns Sign is prominently posted in all areas where animal procedures take place, including euthanasia

Caution: Laboratory Animal Allergens sign is prominently posted in all areas where animal procedures take place, including euthanasia

## Animal Housing Rooms

Door signage is appropriate (See IACUC SASP Info Sheet)

Single-housing cards are clearly labeled with reason for single housing, including the date which housing began, and contain appropriate species-specific enrichment items

Cage cards have been appropriately marked to identify surgeries (rodents)

Weaned/overcrowding cards are removed after separating animals

Hazard in Use Cards are posted/filled out correctly and removed when no longer needed

## GENERAL LABORATORY CARE

Animal use areas are generally clean and well-organized

Surfaces are clean and sanitizable (e.g., no peeling paint, rust, unsealed wood, cracks)

Sanitizing solutions are appropriate for use

PPE is available and appropriately used

All bottles are clearly labeled to indicate substances, mix/fill date and expiration date

Eye wash stations are tested monthly and testing is documented on tag; eyewash covers are intact

Human food and drink is kept out of animal use areas and laboratory refrigerators

Equipment certification/calibration is up to date

## Drugs & Anesthesia

Controlled substances are securely stored in a double-locked location

Controlled substance logs are current and available to review

Drugs & pharmaceuticals are **current** with labels indicating full drug name and expiration date(s)

Anesthetic vaporizers have been calibrated within the last 12 months and calibration is documented

F/Air canister weights & hours of use are regularly recorded; vapor recapture system is functional

F/Air canisters containing charcoal filters are free from all obstacles which may impede air flow

CO2 cylinders are secured and have flow meters and instructions for use

Proper procedures are in place for identifying, segregating, and disposing of expired drugs and medical supplies