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.

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

**RECORDKEEPING & RESOURCES**

- Lab personnel are aware of all available animal care and use training resources and requirements
- Protocols and SOPs are current and available to review
- Anesthesia, surgery, and post-operative records are current and available to review (as needed)
- Contact information for veterinary staff is posted or accessible
- Emergency, weekend, and holiday contact information is posted or accessible
- Whistle-Blower Policy/Animal Concern Hotline Sign is current and prominently posted

**GENERAL LABORATORY CARE**

- Animal use areas are generally clean and well-organized
- Surfaces are clean and sanitizable (e.g., no peeling paint, chips, cracks, rust, unsealed wood)
- Sanitizing solutions are appropriate for use; clear labeling indicates substance and mix/fill date
- Chairs used are sanitizable
- PPE is available and appropriate
- Eye wash stations are tested (flushed) monthly and testing is documented on Inspection Tag
- Human food and drink is kept out of animal use areas and laboratory refrigerators

**STORAGE**

- Feed stored > 4 inches away from contact with walls
- Feed is in-date and any secondary containers are clearly labeled with contents and expiration or mill date
- Feed is stored in a closed container that prevents potential contamination/spoilage
- Sanitizing/cleaning supplies are NOT stored in such a way that they may contaminate feed
- Hazardous and waste materials are properly contained and labeled
- Surgical supplies are marked as sterilized/non-sterilized and segregated

**SAFETY & SECURITY**

- Signage for any biological, chemical, radiation, or other hazards is posted
- Security measures/controlled access are in place
- Lab personnel are aware of Occ. Health Program
- Gas cylinders are appropriately secured
- Hoods and anesthetic vaporizers have been certified and inspected within the last year
- Sharps containers are dated for first use, not overfull, and used/discarded needles are NOT recapped and compressed
- Needles and other sharps are properly stored
**ARE YOU INSPECTION READY?**

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### ANIMAL HOUSING ROOMS

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- Door signage is appropriate (e.g., species, disease status, hazards, required PPE)
- Emergency contact sheets are current and posted
- Husbandry records are complete and accurate
- Room temperature and humidity levels are recorded and controlled within appropriate levels
- Animal caging is clean, with appropriate food, water, and enrichment provided
- Animals generally appear healthy
- Sick animals are promptly reported to veterinary care staff
- Staff are aware of special husbandry needs/potential health effects of experiments
- Cage cards include all required information: source of the animal, strain, or stock; names and contact information of responsible investigator(s); protocol number; pertinent dates (e.g., arrival date, birth date, etc.)
- Carcasses are disposed of properly

### DRUGS & ANESTHESIA

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- Controlled substances are locked in a substantially constructed cabinet
- Controlled Substances Use Log is current and available to review
- Drugs and pharmaceuticals are current with labels indicating expiration dates
- Anesthetic vaporizers have been calibrated within the last 12 months and calibration is documented
- F/Air canister weights are regularly recorded; vapor recapture system is functional
- 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

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### 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 Quality Assurance Staff in the Animal Care & Use Office.

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Contact the Animal Care & Use Office at acuoffice@umich.edu or (734) 763-8028 with questions.