**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.

<table>
<thead>
<tr>
<th>RECORDKEEPING &amp; RESOURCES</th>
<th>GENERAL LABORATORY CARE</th>
<th>SAFETY &amp; SECURITY</th>
<th>STORAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Lab Contact</strong></td>
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</tr>
<tr>
<td>[ ] Lab personnel are aware of all available animal care and use training resources and requirements</td>
<td>[ ] Animal use areas are generally clean and well-organized</td>
<td>[ ] Signage for any biological, chemical, radiation, or other present hazards is posted</td>
<td>[ ] Feed is in-date and any secondary containers are clearly labeled with contents and expiration or mill date</td>
</tr>
<tr>
<td>[ ] Protocols and SOPs are current and available to review</td>
<td>[ ] Surfaces are clean and sanitizable (e.g., no peeling paint, chips, cracks, rust, unsealed wood)</td>
<td>[ ] Security measures/controlled access are in place</td>
<td>[ ] Feed is stored in a closed container that prevents potential contamination/spoilage</td>
</tr>
<tr>
<td>[ ] Anesthesia, surgery, and post-operative records are current and available to review (as needed)</td>
<td>[ ] Sanitizing solutions are appropriate for use; clear labeling indicates substance and mix/fill date</td>
<td>[ ] Lab personnel are aware of Occ. Health Program</td>
<td>[ ] Feed is stored off the floor on pallets, racks, or carts in a manner that facilitates sanitation</td>
</tr>
<tr>
<td>[ ] Contact information for veterinary staff is posted or accessible</td>
<td>[ ] Chairs used are sanitizable (e.g., not cloth)</td>
<td>[ ] Gas cylinders are appropriately secured</td>
<td>[ ] Sanitizing/cleaning supplies are NOT stored in such a way that they may contaminate feed</td>
</tr>
<tr>
<td>[ ] Emergency, weekend, and holiday contact information is posted or accessible</td>
<td>[ ] PPE is available and appropriately used</td>
<td>[ ] Hoods and anesthetic vaporizers have been certified and inspected within the last year</td>
<td>[ ] Hazardous and waste materials are properly contained and labeled</td>
</tr>
<tr>
<td>[ ] Whistle-Blower Policy/Animal Concern Hotline Sign is current and prominently posted</td>
<td>[ ] Eye wash stations are tested (flushed) monthly and testing is documented on Inspection Tag</td>
<td>[ ] Sharps containers are dated for first use, not overfull, and used/discarded needles are NOT recapped and compressed</td>
<td>[ ] Surgical supplies are marked as sterilized/non-sterilized and segregated</td>
</tr>
</tbody>
</table>

**Frequent deficiency item** | **Occasional deficiency item**
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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
- [ ] 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
- [ ] Carcasses are disposed of properly

#### Drugs & Anesthesia

| Primary Lab Contact |

- [ ] 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 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 are regularly recorded; vapor recapture system is functional
- [ ] F/Air canisters containing charcoal filters are free from all obstacles which may impede proper 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

### 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.