

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.



Frequent deficiency



Occasional deficiency

RECORDKEEPING & RESOURCES



Primary

Lab Contact _____

- 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

STORAGE



Primary

Lab Contact _____

- 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
- Bottles, vials, and containers are properly labeled with contents and expiration dates
- 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

GENERAL LABORATORY CARE



Primary

Lab Contact _____

- Animal use areas are generally clean and well-organized (e.g., fresh blue pods)
- Animal use equipment is clean and well-maintained
- 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 (e.g., not cloth)
- PPE is available and appropriately used
- 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

SAFETY & SECURITY



Primary

Lab Contact _____

- Signage for any biological, chemical, radiation, or other present 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 and disposed of

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Frequent deficiency



Occasional deficiency

ANIMAL HOUSING ROOMS



Primary

Lab Contact _____

- 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.

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

