

Animal Facility Inspection Guide

This guide sheet is intended to provide an outline of items commonly cited by the IACUC during semiannual inspections of labs: it does not present a comprehensive list of requirements for animal use. Animal users are required to follow all relevant standards, including the Animal Welfare Act Regs, Public Health Service Policy, the Guide, and their IACUC-approved protocol. Questions, concerns, and requests for assistance in preparing for an inspection are welcome. Please contact iacuc@umb.edu.

Facility-Wide including (cagewash, storage rooms, etc)

Contact information for veterinary staff is posted and current

Whistle-Blower Policy is posted and current

Surfaces are sanitizable, E.G. no peeling paint, chips, cracks, rust, cloth, unsealed wood

Sanitizing solutions are appropriate for use; clear labeling indicates mix/fill date

PPE is available, appropriate and consistently used

Cleaning Equipment (mops, brooms) is stored up off the floor

Eye wash stations are tested (flushed) and test log is posted

Human food is kept out of animal use areas and lab refrigerators

Cardboard boxes, including broken glass boxes, are stored off the floor

Water Quality records are current and available to view

Protocols and SOPs are current and available to view

Veterinary logs are available and are current and complete

Staff training records are current and available to view

Autoclave records are current and available to view

Emergency plan is current and available to view

Sanitizing materials stored below eye level, not stored over food

Food is in-date, any secondary containers clearly labeled with contents and date

Signage and other safety measures in place

Animal Housing Rooms

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 temp & humidity levels are recorded and controlled within appropriate limits

Housekeeping is appropriate, area is generally clean and well-organized

Animal caging is clean, with appropriate food, water, and enrichment provided.

Animals generally appear healthy, sick animals are being promptly reported to vet staff

Care staff are aware of special husbandry needs/potential health effects of experiments

Cage cards include protocol numbers (if only 1 protocol per room this may be on door)

Procedure Areas (may be separate rooms or part of housing room)

Housekeeping is appropriate, area is generally clean and well-organized

Lab supplies kept in shared spaces are identified with contact info and are accessible

Controlled substances are locked in secure area, log is up to date and available to view

Drugs & pharmaceuticals are current with labels indicating expiration dates

Materials for survival procedures are current with labels indicating expiration dates

Materials for terminal procedures are clearly labeled and separated if out-of date

Anesthesia machines have been calibrated within last 12 months

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

Hoods used for animals are uncluttered and have current certification

Sharps are properly stored, sharps container is not overfull