



## IACUC Inspection Pointers and Help Text

This document was created to help animal research staff and faculty prepare for IACUC facility inspections and respond to inspection findings.

**IACUC Guidance, inspection checklists, customizable records and tools can be found here:**

<https://vpr.tamu.edu/animals-in-research-and-teaching/texas-am-iacuc-guidance/> (Requires login with TAMU Net ID)

### Pointers for inspection preparation

- **Check for expired items**
  - TAMU-G-010 Guidelines for the Use of Pharmaceutical and Non-Pharmaceutical Grade Drugs and Compounds
  - TAMU-G-024 IACUC Guidelines for the Use of Expired Medical Materials
  - AWO-O-005 Expired Drug Label [Avery 60517] - College Station & Galveston (Campus-specific labels are available for Dallas, Houston, and Kingsville)
  - AWO-O-006 Authorized Expired Materials [Avery 60517] – must be approved by the IACUC in the AUP
  - Discard appropriately (per EHS) or label & segregate from in-use items
- **Utilize Inspection Self Evaluation checklists available on the website above** (location type specific, i.e., PI Labs, Agricultural settings, Aquarium, etc.)
- **Review your previous inspection deficiencies and comments. Repeat findings could be considered IACUC non-compliance**
- **Know your protocol**
  - Can you provide a “narrative” of activities that occur in that location (particularly for PI maintained lab spaces)? Be able to describe (from the animal’s point of view) transport from vivarium to location, procedures performed, and euthanasia or transportation back to housing location.
    - For surgery describe all steps, including pre-, peri-, and post-operative/recovery, along with drugs and compounds administered.
    - For euthanasia, describe secondary method of ensuring death.
- **Be familiar with current IACUC Guidance associated with animal activities**
- **Respond to AWO staff scheduling and findings communications in a timely manner**

### Pointers for post-inspection

- Respond to inspection coordination staff communications to address deficiencies in a timely manner. **Not meeting IACUC timetables for correction can be considered non-compliance.** Note that correcting the deficiency and **not responding** to AWO communications is not sufficient.

### Help text/common responses to inspection findings

Finding	Responses/Actions
<b>Expired materials</b>	<p><b>Response:</b> Discarded or marked “expired” and segregated from in-use items.</p> <p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>➤ Check for expired items on a regular (monthly) schedule and discard/label when expired.</li> <li>➤ Review applicable IACUC guidance               <ul style="list-style-type: none"> <li>○ TAMU-G-024 Guidelines for the Use of Expired Medical Materials</li> </ul> </li> </ul>
<b>F/Air cannister not labeled</b>	<p><b>Response:</b> All lab personnel who utilize the anesthetic vaporizer have been retrained in the proper use of f/air canisters. Cannisters will be weighed prior to each use to ensure they do not gain more than 50g of weight.</p> <p><b>Prevention:</b></p>



	<ul style="list-style-type: none"> <li>➤ Weigh &amp; record cannister before each use.</li> <li>➤ Review applicable IACUC guidance             <ul style="list-style-type: none"> <li>○ TAMU-G-003 IACUC Guidelines for the Safe Use of Inhalant Anesthetics</li> </ul> </li> </ul>
<p><b>Singly housed animals not approved in the AUP</b> (does not include SH for incompatibility, breeding males, other automatic exceptions allowed by the IACUC)</p>	<p><b>Responses:</b></p> <ul style="list-style-type: none"> <li>➤ Submitted an amendment to allow single housing for experimental reasons and including scientific justification for IACUC review. Enrichment will be provided to compensate for lack of social housing (or scientific justification for withholding provided).</li> <li>➤ Animals are singly housed due to [list reason, e.g., incompatibility, breeding males, etc.]</li> </ul> <p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>➤ Note reason for singly housed animals in animal health record or on cage card and make available to IACUC inspectors. Note: If SH due to health reasons, should be monitored by veterinary staff and noted in health records.</li> <li>➤ Ensure social animals are socially housed.</li> <li>➤ Review applicable IACUC guidance             <ul style="list-style-type: none"> <li>○ TAMU-G-027 Guidelines on Enrichment, Single Housing - Biomedical Species</li> <li>○ TAMU-G-012 Suggestions for Environmental Enrichment of Agricultural Species</li> </ul> </li> </ul>
<p><b>Incomplete animal health/surgical/anesthesia/monitoring/daily care records/room logs</b></p>	<p><b>Response:</b> Lab staff has reviewed, and complete records are kept according to [list applicable guidance].</p> <p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>➤ Record animal health/procedure/surgical/anesthesia/monitoring according to AUP and IACUC guidance</li> <li>➤ Review applicable IACUC guidance             <ul style="list-style-type: none"> <li>○ TAMU-G-013 Guidelines for Surgical Procedures in Rodents</li> <li>○ TAMU-G-018 Guidelines for Performing Surgical Procedures in Non-Rodent Mammals</li> </ul> </li> </ul>
<p><b>Sanitation SOPs available/verified</b></p>	<p><b>Responses:</b></p> <ul style="list-style-type: none"> <li>➤ CMP verified sanitation methods are utilized.</li> <li>➤ Lab-specific sanitation SOPs have been developed and methods verified as effective by [list verification method].</li> </ul> <p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>➤ Utilize CMP sanitation SOPs, see AWO-O-077 CMP Sanitation Testing</li> <li>➤ Develop your own sanitation SOPs and have CMP verify effectiveness</li> <li>➤ Utilize equipment manufacturer’s sanitation SOP</li> <li>➤ Review applicable IACUC guidance             <ul style="list-style-type: none"> <li>○ TAMU-G-026 Guidelines for Evaluation of Sanitation Practices</li> </ul> </li> </ul>
<p><b>Improper animal transport</b></p>	<p><b>Response:</b> Lab staff has reviewed, and animals will be transported according to current IACUC guidance.</p> <p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>➤ Home or transport rodent cages are placed in a vented, opaque secondary container or zippered bag for transport. Recommend IKEA bags which are plastic (sanitizable) and fit rodent cages very nicely. They can be zipped up to act as secondary containment but are breathable enough that they aren’t going to suffocate animals.</li> <li>➤ Review applicable IACUC guidance             <ul style="list-style-type: none"> <li>○ TAMU-G-016 Transporting Animals on the Texas A&amp;M Campus</li> </ul> </li> </ul>
<p><b>Improper cage card information or other animal ID</b></p>	<p><b>Response:</b> Cage card [or list other animal ID] has been updated with current information ([list missing data such as current AUP number]).</p>

	<p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>➤ Ensure correct information is included on cage card, addition card, and/or entered into Mosaic.</li> <li>➤ Review applicable IACUC guidance             <ul style="list-style-type: none"> <li>○ TAMU-G-014 IACUC Guidelines for the Identification of Research Animals [006] - Current, Section 5.1.2</li> </ul> </li> </ul>
<p><b>Disrepair of animal area</b> (doors, ceiling, lighting, outlets, walls; no carpet; sanitizable surfaces; ceiling tiles are damaged, stained, or open)</p>	<p><b>Responses:</b></p> <ul style="list-style-type: none"> <li>➤ A work order was submitted to [list provider such as SSC] on [date]. (Submit this response if repair cannot be completed by IACUC deadline)</li> <li>➤ Issue was repaired on [date]. (Be sure to respond to inspection deficiency by deadline; do not wait until repair is complete if past IACUC deadline)</li> </ul> <p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>➤ Repair animal area issues as they occur and utilize a maintenance schedule.</li> <li>➤ Post signage indicating the facility/PI is aware of the issue, is actively managing it, and the equipment or area will not be used for animals until addressed.</li> </ul>
<p><b>Improper temperature/humidity levels in animal housing area or room</b></p>	<p><b>Responses:</b></p> <ul style="list-style-type: none"> <li>➤ A work order was submitted to [list provider such as SSC] on [date].</li> <li>➤ Issue was repaired on [date] and temperature/humidity is within acceptable ranges.</li> <li>➤ Animals have not presented with [list species-specific issues associated with extreme temp/humidity].</li> <li>➤ Submit an AUP amendment requesting deviation from regulatory or institutional housing standards (PI) or TAMU-F-013 Request for Programmatic Exception from Animal Welfare Standards (facility)</li> </ul> <p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>➤ Review species specific requirements: (<i>Guide</i> pgs. 43 - 44, 46-49, 80 - 81)(AWR pgs. 113-115, 131, 137, 148, 153-154, 161-162).</li> <li>➤ Consult with CMP.</li> </ul>
<p><b>Submit amendment</b></p>	<p><b>Responses:</b></p> <p>Amendment submitted to address [list/summarize issue from inspection findings] on [date].</p> <p><b>Note:</b> IACUC guidance applicable to the discrepancy will be provided by AWO staff. Please ask for assistance with the amendment if needed.</p>

### Resources for Success

The AWO is here to help - Support is available via phone, email, Zoom, Teams (incl. screen sharing & remote desktop)

**Web:** <https://vpr.tamu.edu/animals-in-research-and-teaching/>

**Phone:** 979-845-1828

<https://vpr.tamu.edu/animals-in-research-and-teaching/texas-am-iacuc-guidance/>

IACUC Guidance, sample documents, labels, signs, other helpful materials, link to iRIS how-to manuals (e.g.: IRIS-M-###)

[animalcompliance@tamu.edu](mailto:animalcompliance@tamu.edu)

New PI Orientation

Assistance with iRIS & routine submissions (inc. renewals)

Assistance with inspection findings

General questions for the AWO or IACUC

[pam-awo@tamu.edu](mailto:pam-awo@tamu.edu)

Assistance combining AUPs or with complex submissions

Outreach and training

Post-approval monitoring