

IACUC FACILITY INSPECTION CHECKLIST *GUIDE* – Vivarium Housing and Support Areas

A = acceptable

M = minor deficiency

S = significant deficiency (is or may be a threat to animal health or safety)

C = change in program (PHS Policy IV.A.1.a.-i.) (include in semiannual report to IO and in annual report to OLAW)

NA = not applicable

1. Vivarium Housing and Support Areas:	A	M	S	C	NA
Macroenvironment: Include findings such as chipped paint, uncleanliness, cracked floors or ceilings, and issues regarding: doors, windows, drainage, HVAC, power/lighting, noise or vibration control, environmental monitoring etc... that indicate that attention must be given to the facility					
a. Areas conform to acceptable construction guidelines (<i>Guide</i> pgs. 136 – 142) and are clean and free from clutter					
b. There is adequate & separate space for personnel (locker rooms, admin, training) (<i>Guide</i> pgs. 135-136)					
c. Security and access control is sufficient [facility is secured, animal room doors are locked, access is restricted to appropriate personnel] (<i>Guide</i> p. 151)					
d. Temperature, humidity, ventilation, and illumination are within acceptable parameters [30-70% humidity; 68-79°F temperature for rodents] (<i>Guide</i> pgs. 43 - 44, 46-49, 80 - 81)(AWR pgs. 113-115, 131, 137, 148, 153-154, 161-162)					
e. Biological safety cabinet [annual], chemical fume hood [annual], laminar flow hood [annual], eye wash station [weekly], shower [annual] certification is current					
f. Other safety features are in place [gas cylinders secured, eye wash present, red sharps bin for needles and scalpels, etc.] (<i>Guide</i> pgs. 19, 74)					
Emergency Contact & Care					
g. MUST - Emergency, weekend and holiday care contact information (and veterinary care) is available (<i>Guide</i> pgs. 74 – 75, 114)					
h. Monitoring of environmental systems is in place (<i>Guide</i> p. 143)					
i. SOPs for routine husbandry & other procedures are documented and readily available (<i>Guide</i> p. 52)					
j. Care is provided by qualified personnel every day (<i>Guide</i> p. 74) and vivarium personnel are enrolled in BOHP/OHP as appropriate (<i>Guide</i> pg.s. 17-23)					
Animal Housing - Inside					
k. Daily care room sheets are accessible and signed (<i>Guide</i> p. 74)					
l. Animals are separated by species and disease state (Recommended - <i>Guide</i> p. 111)					
m. Appropriate room entry order is followed by care and research staff to maintain biosecurity (<i>Guide</i> pgs. 109-111)					
n. Animals appropriately identified (<i>Guide</i> pgs. 75 – 76) [Includes source of animal, strain/stock, name and contact info for investigator, pertinent dates, and AUP number]					
o. Social species (including agricultural animals) are housed socially (and monitored for incompatibility) (<i>Guide</i> p. 51, 60, 64)					
p. Single housing is justified for social species, limited to the minimum period necessary, and animals provided additional enrichment (<i>Guide</i> p. 64)					
q. Primary enclosures meet physiological, behavioral, and social needs, and are safe (<i>Guide</i> pgs. 51-52, 55-63, 82)					
r. MUST – Animals express natural postures, can turn around, access food and water, and rest away from urine and feces (<i>Guide</i> p. 56)					
s. Animals have adequate food, fresh water, bedding, and structures for resting/sleeping/hiding/breeding (species specific) (<i>Guide</i> pgs. 52, 55, 56, 65-68) and access is assured for all agricultural animals (<i>Guide</i> p. 60)(AWR p. 113 resting boards)					
t. Animals have appropriate enrichment [eg: rodents: nestlets, crinkle paper, houses, pigs: triangles, dogs/cats: balls, toys] (<i>Guide</i> pgs. 52 – 54, 83)					
u. SPECIES SPECIFIC – Dogs and cats allowed to exercise and provided human interaction (<i>Guide</i> p. 56) (AWR pgs. 121-122 dog exercise)					
v. SPECIES SPECIFIC - Potable water must be continuously available to dogs in housing and exercise areas, unless restricted by the AV (AWR pg. 123).					
Animal Housing - Outside					
w. MUST – Animals with outdoor housing must have weather protection and opportunity for retreat (<i>Guide</i>					

p. 54)					
x. Sheltered/Outdoor housing should be appropriately sized, ventilated, sanitized, and have appropriate security.					
y. Complete items “k” and “o” above for Agricultural animals					
Cleaning/Sanitization/Storage/Records					
z. Primary enclosures are sanitized and/or bedding is changed at appropriate intervals and effectiveness assessed (<i>Guide</i> pgs. 69 – 73, 86)					
aa. Food preparation and storage areas are clean and free of clutter (<i>Guide</i> p. 66)					
bb. Cleaning supplies used in/around animal use areas are in-date					
cc. Water and bedding QC procedures are in place (<i>Guide</i> p. 67-69)					
dd. Food is appropriately labeled and stored, and vermin are controlled [Food that needs refrigeration is appropriately stored; all food is within expiration date or within 6 months of mill date. Feed stored at less than 70F and below 50% humidity] (<i>Guide</i> p. 66)					
ee. Bedding is appropriately labeled and stored and vermin are controlled (<i>Guide</i> pgs. 69, 141)					
ff. There is adequate space for equipment, supplies, food, bedding, and refuse (<i>Guide</i> p. 141)					
gg. Carcass and animal tissue storage is separate from other cold storage, refrigerated below 7°C (45°F), and cleanable (<i>Guide</i> p. 142)					
hh. Procedures for collection, storage and disposal of waste (including hazardous waste) in-place (<i>Guide</i> p. 73-74)					
ii. Pest control is part of a documented program (<i>Guide</i> p. 74)					
jj. Clinical records accessible and contain appropriate information (<i>Guide</i> p. 75-76)					
kk. SPECIES SPECIFIC - There is a written veterinary care plan for dogs that addresses disease control and prevention, pest and parasite control, pre-procedural and post-procedural care, nutrition, euthanasia, and adequate veterinary care for all animals on the premises. (USDA APHIS Form 7002a)					
ll. SPECIES SPECIFIC – Individual dogs have a complete (“head to tail”) physical exam no less than once every 12 months by the AV or designee (AWR pg. 125)					

2. Euthanasia/Necropsy	A	M	S	C	NA
a. AVMA approved method(s) of euthanasia are used (<i>Guide</i> p. 123) and/or are based on approved AUP.					
b. The CO ₂ source, regulator, flow meter, and euthanasia chamber are utilized and appropriate [chamber is clean, clear, undamaged] (AVMA Guidelines for Euthanasia pgs. 24 - 26)					
c. Appropriate methods for confirming death are used [cervical dislocation, decapitation, vital organ harvest, bilateral pneumothorax, lack of respiration/heartbeat/toe pinch if approved by IACUC]; (AVMA Guidelines for Euthanasia) personnel are adequately trained and competency is verified (<i>Guide</i> pgs. 123 – 124)					
d. Guillotine log is present (if applicable) & up to date [log should indicate when blades are replaced or sharpened] (AVMA Guidelines for Euthanasia p. 49)					
e. Method of carcass disposal is appropriate [red bag, then fridge/freezer, then to biohazard waste disposal location] (<i>Guide</i> pgs. 73 – 74)					

3. Vivarium Cage Wash (<i>Guide</i> p. 143) Include findings such as chipped paint, uncleanliness, cracked floors or ceilings, etc... that indicate that attention must be given to the facility	A	M	S	C	NA
a. Dedicated central area for sanitizing cages and equipment is provided					
b. Conforms to appropriate construction guidelines (utilities, drains, ventilation, space)					
c. Floors, walls and ceilings are impervious and easily cleaned/disinfected					
d. Safety devices to prevent entrapment in washer/sterilizers are functioning					
e. Safety features are adequate (clothes, PPE, hazardous chemical storage, eye wash, non-slip floors, signage)					
f. Cage wash area can handle the typical cages and equipment used by the facility					
g. Cage wash function (mechanical and temperature) is regularly monitored & documented					
h. Traffic flow moves from clean to dirty, with no contamination of clean equipment					
i. Clean cage storage is appropriate					

4. Vivarium Surgical Suite and Clinic: Include findings such as chipped paint, uncleanliness, cracked floors	A	M	S	C	NA

or ceilings, etc... that indicate that attention must be given to the facility					
a. Conforms to appropriate construction guidelines (utilities, drains, ventilation, space) (Guide pgs. 136 – 142)					
b. Floors, walls, and ceilings are impervious and easily sanitized/disinfected (Guide pgs. 136 – 142, 145)					
c. Surgical support, animal preparation, surgeon scrub, operating room, postoperative recovery are appropriately designed and separated (physically or otherwise) (Guide p. 144)					
d. Drugs are clearly identified, the correct grade, not expired , and stored correctly (Guide pgs. 115, 122)					
e. Controlled substances are appropriately stored (Guide p. 115)					
f. Anesthesia/surgery, analgesia/post-operative care records are completed and available (Guide p. 119 – 120, 122)					
g. Animal prep area has a large sink to facilitate cleaning of animal and operative site (Guide p. 145)					
h. Area for washing, sterilizing, storing instruments and supplies is available (Guide p. 145)					
i. Autoclave monitoring procedures are implemented [autoclave tape or indicator; autoclave packets are air tight] (Guide p. 119)					
j. Storage of autoclaved materials maintains sterility (Guide p. 119)					
k. Anesthetic vaporizer calibration is current [within 2 years]					
l. Waste anesthetic gas scavenging is appropriate [fume hood, charcoal canister that is weighed periodically and discarded at 50g] (Guide p. 21)					
m. There is a safe sharps disposal system [red sharps bin] (Guide p. 74)					
n. Contamination control procedures in the operating room are in place and effective (Guide p. 144)					
o. Equipment/tool cleaning procedures are present and effective, and/or dedicated tools are available in the operating room (Guide p. 145)					
p. Aseptic procedures are in use for survival surgeries [sterile gloves, instruments] (Guide pgs. 118 – 119) [If tips only rodent surgery is utilized this is documented in the AUP]					

5. Vehicles: (Guide pgs. 107 – 109)	A	M	S	C	NA
a. The vehicle is well maintained					
b. Animal transport area is in good repair and regularly sanitized					
c. Animals or their cages can be restrained safely in the vehicle					
d. Food, water, and bedding is available, if appropriate					
e. Animal transport area is climate controlled (heat and cooling) and the temperature can be monitored					
f. Appropriate procedures are in place for loading and unloading of animals					
g. Movement of animals is planned to minimize transit time					
h. If animals are the passenger area of the vehicle, zoonosis and/or allergen transmission is minimized (e.g. PPE, physical barriers, disinfectant)					
i. There is a plan in place for emergencies (breakdowns, accidents)					