# ARE YOU INSPECTION READY?

Use this checklist as a tool to help prepare for an Institutional Animal Care & Use Committee (IACUC) inspection.

We suggest you have a point person that ensures your lab is ready for the inspection.

## RECORD KEEPING & RESOURCES

Protocols and Standard Operating Procedures (SOPs) are current and available to review

Anesthesia, medical records and room logs are available to review

Emergency, weekend and holiday contact is posted and accessible

Whistle-Blower/Animal Concern Poster is current and prominently posted

Training records for staff are available for review

## GENERAL LABORATORY CARE

Animal use areas are generally clean and well-organized

Surfaces are clean and can be sanitized (no rust, unsealed wood etc.)

Sanitizing solutions are appropriate for use and labeled

Personal Protective Equipment (PPE) is available and appropriately used

Human food and drink is kept out of animal use areas and laboratory refrigerators

The lab area is organized and clutter free

## STORAGE

Feed is in-date and any secondary containers are clearly labeled with contents and expiration date

Feed is stored in closed containers that prevents contamination/spoilage

Feed is stored off the floor on pallets or carts in a manner that aids sanitation.

Hazardous and waste materials are properly contained and labeled.

Surgical supplies are marked as sterilized/non-sterilized and segregated

## **SAFETY & SECURITY**

Signage for any biological, chemical, radiation, or other present hazards is posted

Security measures/controlled access are in place

Gas cylinders are appropriately secured

Hoods and anesthetic vaporizers have been certified and inspected within the last year

Sharps containers are not overfull and used/discarded needles are not recapped

## **ANIMAL HOUSING ROOMS**

Door signage is appropriate (species, hazards, required PPE, etc.)

Emergency contact sheets are complete and accurate

Husbandry records are complete and accurate

Room temperature and humidity levels are recorded and controlled at appropriate levels

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

Staff are aware of special husbandry needs/potential health effects of experiments

Carcasses are disposed of properly

## DRUGS AND ANESTHESIA

Controlled substances are locked in a substantially constructed cabinet

Controlled substance use log is current and available to view

Drugs and pharmaceuticals are current with labels indicating full drug name and expiration date

Pharmaceutical grade drugs (United States Pharmacopeia [USP]) are being used unless non-USP drugs have been reviewed and approved by the IACUC

Proper procedures are in place for identifying, segregating and disposing of expired drugs and medical supplies