# 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