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UC Davis
Institutional Animal Care and Use Committee (IACUC)

Title: IACUC Facility Inspection Program

I. Purpose:

The purpose of the IACUC Facility Inspection Program is to ensure that all animal housing facilities are managed and maintained according to PHS policy, *The Guide for the Care and Use of Laboratory Animals*, *The Guide for the Care and Use of Agricultural Animals in Research and Teaching*, USDA regulations, UC Davis IACUC policies, California Department of Fish and Wildlife regulations, and the Attending Veterinarian Standards of Care.

II. Policy:

All facilities housing live, vertebrate animals or cephalopods for research or teaching purposes must be inspected at least semi-annually by the IACUC.

Inspection teams for USDA-covered activities must include two voting members of the IACUC. The two voting members must each physically inspect all housing and support areas within the vivarium. For all other inspections, at least one voting member must be in attendance. Some members may attend virtually. No IACUC member may be excluded from an inspection in which they wish to participate. If there is a perceived conflict of interest, this member will not count as a voting member of the inspection, will not count in the quorum during the IACUC vote at a convened meeting, and will need to abstain from voting.

A full copy of each inspection report will be submitted to the IACUC for review/approval and will be included in the semi-annual report to the Institutional Official (IO).

III. Procedure:

The Scientist-in-Charge (SIC) and Technician-in-Charge (TIC) will be notified by the IACUC office of any upcoming scheduled inspections. However, some inspections may be conducted “unannounced” in which case the SIC and TIC will not be notified until the day of the inspection.

The inspection may be conducted using a Facility Inspection Checklist (see **Attachment 1 examples**) as a guideline, following the standards set forth in the *Animal Welfare Act Regulations*, the ILAR *Guide for the Care and Use of Laboratory Animals*, and the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching*. A quick reference document may be sent to the SIC and TIC to assist with preparing for the inspection (see **Attachment 2- How to Prevent a Deficiency**). The inspection will follow the checklist for reporting deficiencies and changes.

Deficiencies will be characterized as either **M**-minor or **S-**significant* with applicable correction plans to be discussed with the SIC and TIC which will be documented in the report. A report describing each deficiency will be sent via the online system to the SIC and TIC. The report will also include the due dates for required response(s) to any deficiency noted. The SIC and TIC must respond by the due date and provide the reasons the deficiencies occurred with a corrective action plan for each deficiency. It is the responsibility of the SIC and TIC to ensure that all deficiencies identified during the inspection are corrected by the due date listed in the inspection. If the SIC and TIC requires additional time, they must communicate their timeline with the IACUC office in advance of the due date.

The IACUC and the IO will be notified of any significant deficiencies and take appropriate actions, as needed. Any significant deficiency involving USDA-covered activities that are not corrected by the specified date will be reported to the USDA within 15 business days following the date of proposed correction. Any minor deficiency that is not corrected by the specified date will be reviewed by the IACUC and necessary action(s) will be determined on a case-by-case basis.

The completed inspection report will be submitted for review and approval by the IACUC. The SIC and TIC will be provided access to the IACUC approved inspection report. A final copy of the report will be included in the Semi-Annual Program Evaluation and will be made available to the NIH Office of Laboratory Animal Welfare (OLAW) and USDA Veterinary Medical Officer(s) upon request.

*Nearly identical definitions of a **significant deficiency** are found in the *USDA Animal Welfare Act Regulations* and *PHS Policy*. The two definitions are shown below.

1. USDA Animal Welfare Act Regulations, 9 CFR Part 2, Subpart C, Section 2.31, par. (c)(3): "A **significant deficiency** is one which, with reference to Subchapter A, and, in the judgment of the IACUC and the Institutional Official, is or may be a threat to the health or safety of the animals."

2. Public Health Service Policy on Humane Care and Use of Laboratory Animals, IV. Implementation by Institutions, paragraph B.3: "**A significant deficiency** is one which, consistent with this Policy, and, in the judgment of the IACUC and the Institutional Official, is or may be a threat to the health or safety of the animals. If program or facility deficiencies are noted, the reports must contain a reasonable and specific plan and schedule for correcting each deficiency."

IV. Resources:

1. ILAR, Guide for the Care and Use of Laboratory Animals
   http://nap.edu/12910
2. PHS Policy
   https://olaw.nih.gov/policies-laws/phs-policy.htm
3. OLAW Semiannual Facility Inspection Checklists
   https://olaw.nih.gov/resources/documents/cheklist.htm
4. Guide for the Care and Use of Agricultural Animals in Research and Teaching
   https://www.aaalac.org/resources/theguide.cfm
5. APHIS 9 Code of Federal Regulations 9
   https://www.nal.usda.gov/legacy/awic/final-rules-animal-welfare-9-cfr-parts-2-and-3
6. California Department of Fish and Wildlife Restricted Species Laws and Regulations
   https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=28427
7. UC Davis IACUC Policies
   https://research.ucdavis.edu/research-support/animal-care-use/iacuc/iacuc-policies-and-guidelines/
8. UC Davis Attending Veterinarian Standards of Care
   https://research.ucdavis.edu/research-support/animal-care-use/campus-veterinary-services/standards-of-care-program-policies/

Attachment 1: Examples from OLAW to use as a reference

II. Semiannual Facility Inspection Checklist

Terrestrial Animal Housing and Support Areas

Date:

Location:

	A*	M	S	C	NA
• **Location:**					
○ animal areas separate from personnel areas (*Guide*, p 134)					
○ separation of species (*Guide*, p 111)					
○ separation by disease status (*Guide*, p 111)					
○ security and access control (*Guide*, p 151)					
• **Construction:**					
○ corridors (*Guide*, p 136)					
○ animal room doors (*Guide*, p 137)					
○ exterior windows (*Guide*, p 137)					
○ floors (*Guide*, p 137)					
○ drainage (*Guide*, p 138)					
○ walls and ceilings (*Guide*, p 138)					
○ heating ventilation and air conditioning (*Guide*, p 139)					
○ power and lighting (*Guide*, p 141)					
○ noise control (*Guide*, p 142)					
○ vibration control (*Guide*, p 142)					
○ environmental monitoring (*Guide*, p 143)					
• **Room/Cage:**					
○ temperature and humidity (*Guide*, p 43)					
○ ventilation and air quality (*Guide*, p 45)					
○ illumination (*Guide*, p 47)					
○ noise and vibration (*Guide*, p 49)					
• **Primary Enclosure:**					
○ space meets physiologic, behavioral[1], and social[2] needs (*Guide*, pp 51, 55-63)					
○ secure environment provided (*Guide*, p 51)					
○ durable, nontoxic materials in good repair and no risk of injury (*Guide*, p 51)					
○ flooring is safe and appropriate for species (*Guide*, p 51)					
○ adequate bedding and structures for resting, sleeping, breeding (*Guide*, p 52)					
○ objective assessments of housing and management are made (*Guide*, p 52)					

[1] Part 3 Subpart A 3.8 - "...research facilities must develop, document, and follow an appropriate plan to provide dogs with the opportunity for exercise. In addition, the plan must be approved by the attending veterinarian. The plan must provide written standard procedures..."

[2] Part 3 Subpart D 3.81 - "...research facilities must develop, document, and follow an appropriate plan for environment enhancement adequate to promote the psychological well-being of nonhuman primates."

○	procedures for routine husbandry are documented (*Guide*, p 52)					
○	socially housed animals can escape or hide to avoid aggression (*Guide*, p 55)					
○	cage height provides adequate clearance (*Guide*, p 56)					
○	animals express natural postures, can turn around, access food and water, and rest away from urine and feces (*Guide*, p 56) [must]					
○	rationale[3] for *Guide*/USDA space exceptions approved by IACUC and based on performance indices (*Guide*, p 56)					
○	dogs and cats allowed to exercise and provided human interaction (*Guide*, p 58)					
○	nonhuman primates are socially housed except for scientific, veterinary or behavior reasons (*Guide*, pp 58-59)					
○	single housing of nonhuman primates is for shortest duration possible (*Guide*, p 60)					
○	opportunities for release into larger enclosures is considered for single caged nonhuman primates (*Guide*, p 60)					
○	agricultural animals are housed socially (*Guide*, p 60)					
○	food troughs and water devices for agricultural animals allow access for all animals (*Guide*, p 60)					
•	**Environmental Enrichment, Behavioral and Social Management:**					
○	structures and resources promote species typical behavior (*Guide*, pp 52-54)					
○	novelty of enrichment is considered (*Guide*, p 53)					
○	species specific plans for housing including enrichment, behavior and activity are developed and reviewed regularly by IACUC, researchers and veterinarian (*Guide*, pp 53, 58, 60, 63)					
○	animal care personnel receive training to identify abnormal animal behaviors (*Guide*, p 53)					
○	stability of pairs or groups is monitored for incompatibility (*Guide*, p 64)					
○	single housing is justified for social species (*Guide*, p 64)					
○	single housing is limited to the minimum period necessary (*Guide*, p 64)					
○	additional enrichment for single housed animals is provided (*Guide*, p 64)					
○	single housing is reviewed regularly by IACUC and veterinarian (*Guide*, p 64)					
○	habituation to routine procedures is part of enrichment program (*Guide*, p 64)					
•	**Sheltered or Outdoor Housing:** (e.g., barns, corrals, pastures, islands)					
○	weather protection and opportunity for retreat (*Guide*, p 54) [must]					
○	appropriate size (*Guide*, p 54)					

[3] Part 3 Subpart A 3.6(c)(1) - "Each dog housed in a primary enclosure must be provided with a minimum amount of floor space, calculated as follows:
(length of dog in inches + 6)^2 /144 = required floor space in square feet)."

- Part 3 Subpart D 3.80 (b) - "Primary enclosures [for nonhuman primates] must meet the minimum space requirements provided in this subpart."

- In situations where the USDA regulations and the *Guide* differ with respect to space requirements, the larger of the two must be followed.

○ ventilation and sanitation of shelter (no waste/moisture build-up) (*Guide*, p 54)						
○ animal acclimation (*Guide*, p 55)						
○ social compatibility (*Guide*, p 55)						
○ roundup/restraint procedures (*Guide*, p 55)						
○ appropriate security (*Guide*, p 55)						
• **Naturalistic Environments:**						
○ animals added/removed with consideration of effect on group (*Guide*, p 55)						
○ adequate food, fresh water, and shelter ensured (*Guide*, p 55)						
• **Food:**						
○ feeding schedule and procedures including caloric intake management (*Guide*, pp 65-67)						
○ contamination prevention (*Guide*, p 65)						
○ vendor quality control (*Guide*, p 66)						
○ storage in sealed containers (*Guide*, p 66)						
○ expiration date labeling (*Guide*, p 66)						
○ vermin control (*Guide*, p 66)						
○ rotation of stocks (*Guide*, p 66)						
• **Water:**						
○ *ad libitum* unless justified (*Guide*, pp 67-68)						
○ QC procedures (*Guide*, pp 67-68)						
• **Bedding and Nesting Materials:**						
○ species appropriate (*Guide*, pp 68-69)						
○ keeps animals dry (*Guide*, pp 68-69)						
○ QC procedures (*Guide*, pp 68-69)						
○ minimizes scientific variables (*Guide*, pp 68-69)						
• **Sanitation:**						
○ frequency of bedding/substrate change (*Guide*, p 70)						
○ cleaning and disinfection of microenvironment (*Guide*, pp 70-71)						
○ cleaning and disinfection of macroenvironment (*Guide*, p 72)						
○ assessing effectiveness (*Guide*, p 73)						
• **Waste Disposal:**						
○ procedures for collection (*Guide*, pp 73-74)						
○ procedures for storage and disposal (*Guide*, pp 73-74)						
○ hazardous wastes are rendered safe before removal from facility (*Guide*, pp 73-74) [must]						
○ animal carcasses (*Guide*, pp 73-74)						
• **Pest Control:**						
○ regularly scheduled (*Guide*, p 74)						
○ documented program including control of rodent pests and insecticide use (*Guide*, p 74)						
• **Emergency, Weekend, and Holiday Animal Care:**						
○ care provided by qualified personnel every day (*Guide*, p 74)						
○ provision for accessible contact information (*Guide*, p 74)						

○ monitoring of backup systems (*Guide*, p 143)						
○ veterinary care available after hours, weekends, and holidays (*Guide*, pp 74, 114) [must]						
○ a disaster plan that takes into account both personnel and animals (*Guide*, p 75)						
• **Identification:**						
○ cage/rack cards contain required information (*Guide*, p 75)						
○ genotype information included and standardized nomenclature used when applicable (*Guide*, p 75)						
• **Recordkeeping:**						
○ clinical records accessible and contain appropriate information (*Guide*, pp 75-76)						
○ records are provided when animals are transferred between institutions (*Guide*, p 75)						
• **Breeding Genetics and Nomenclature:**						
○ appropriate genetic records, management, and monitoring procedures (*Guide*, p 76)						
○ phenotypes that affect well-being are reported to IACUC and effectively managed (*Guide*, p 77)						
• **Storage:**						
○ adequate space for equipment, supplies, food, bedding and refuse (*Guide*, p 141)						
○ bedding in vermin-free area and protected from contamination (*Guide*, p 141)						
○ food in vermin-free, temperature and humidity-controlled area and protected from contamination (*Guide*, p 141)						
○ refuse storage is separate (*Guide*, p 141)						
○ carcass and animal tissue storage are separate, refrigerated below 7ºC and cleanable (*Guide*, p 141)						
• **Personnel:**						
○ adequate space for locker rooms, administration and training (*Guide*, p 135)						

* **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

Aquatic Animal Housing and Support Areas

Date:
Location:

	A*	M	S	C	NA
• **Location:**					
○ animal areas separate from personnel areas (*Guide*, p 134)					
○ separation of species (*Guide*, p 111)					
○ separation by disease status (*Guide*, p 111)					
○ security and access control (*Guide*, p 151)					
• **Construction:**					
○ corridors (*Guide*, p 136)					
○ animal room doors (*Guide*, pp 137, 150)					
○ exterior windows (*Guide*, p 137)					
○ floors (*Guide*, pp 137, 150)					
○ drainage (*Guide*, pp 138, 150)					
○ walls and ceilings (*Guide*, pp 138, 150)					
○ heating ventilation and air conditioning (*Guide*, pp 139, 150-151)					
○ power and lighting (*Guide*, pp 141, 150)					
○ noise control (*Guide*, p 142)					
○ vibration control (*Guide*, p 142)					
○ environmental monitoring (*Guide*, p 143)					
• **Water Quality:**					
○ standards for acceptable quality are established (*Guide*, p 78)					
○ chlorine, chloramines, chemical, and reactive bioproducts are removed or neutralized prior to use in aquatic systems (*Guide*, pp78, 86) [must]					
• **Life Support System:**					
○ water source is based on appropriate controls and research requirements (*Guide*, p 79)					
○ biofilter is of sufficient size to process bioload (*Guide*, p 80) [must]					
• **Temperature, Humidity and Ventilation/Illumination/Noise and Vibration:**					
○ temperature and humidity (*Guide*, pp 43, 80-81)					
○ ventilation and air quality (*Guide*, pp 45, 81)					
○ illumination (*Guide*, pp 47, 81)					
○ noise and vibration (*Guide*, pp 49, 81)					
• **Primary Enclosure:**					
○ allows for normal physiological and behavioral needs (*Guide*, p 82)					
○ allows social interaction for social species (*Guide*, p 82)					
○ provides a balanced, stable environment (*Guide*, p 82)					
○ provides appropriate water quality and monitoring (*Guide*, p 82)					
○ allows access to food and waste removal (*Guide*, p 82)					
○ restricts escape and entrapment (*Guide*, p 82)					

○ allows undisturbed observation (*Guide*, p 82)						
○ constructed of nontoxic materials (*Guide*, p 82)						
○ prevents electrical hazards (*Guide*, p 82)						
○ space needs of species are evaluated by IACUC during program evaluations and facility inspections (*Guide*, p 83)						
• **Environmental Enrichment, Social Housing, Behavioral and Social Management:**						
○ enrichment elicits appropriate behaviors and is safe (*Guide*, p 83)						
○ semi-aquatic reptiles are provided terrestrial areas (*Guide*, p 83)						
○ handling is kept to a minimum and appropriate techniques are in place at facility or protocol level (*Guide*, p 84)						
○ nets are cleaned, disinfected and managed to avoid contamination of systems (*Guide*, p 84)						
• **Food:**						
○ storage to prevent contamination, preserve nutrients and prevent pests (*Guide*, p 84)						
○ delivery ensures access to all, minimizing aggression and nutrient loss (*Guide*, p 84)						
○ storage times are based on manufacturer recommendations or accepted practice (*Guide*, p 84)						
○ a nutritionally complete diet is provided (*Guide*, p 84)						
• **Substrate:**						
○ amount, type, and presentation of substrate is appropriate for the system and the species (*Guide*, p 85)						
• **Sanitation, Cleaning and Disinfection**						
○ frequency of tank/cage cleaning and disinfection is determined by water quality, permits adequate viewing and health monitoring (*Guide*, p 86)						
○ cleaning and disinfection of macroenvironment (*Guide*, p 86)						
• **Waste Disposal:**						
○ procedures for collection (*Guide*, pp 73-74)						
○ hazardous wastes are rendered safe before removal from facility (*Guide*, pp 73-74) [must]						
○ animal carcasses (*Guide*, pp 73-74)						
• **Pest Control:**						
○ regularly scheduled (*Guide*, p 74)						
○ documented program including control of pests and insecticide use (*Guide*, p 74)						
• **Emergency, Weekend, and Holiday Animal Care:**						
○ care provided by qualified personnel every day (*Guide*, pp 74, 87)						
○ provision for accessible contact information (*Guide*, pp 74, 87)						
○ emergency response plans in place to address major system failures (*Guide*, 87)						
○ veterinary care available after hours, weekends, and holidays (*Guide*, pp 74, 114) [must]						
• **Identification:**						

○ cage/tank cards contain required information (*Guide*, pp 75, 87)						
○ genotype information included and standardized nomenclature used when applicable (*Guide*, pp 75, 87)						
• **Recordkeeping:**						
○ water quality parameters and frequency of testing recorded (*Guide*, p 88)						
○ records kept on feeding, nonexpired food supplies, live cultures (*Guide*, p 88)						
• **Storage:**						
○ adequate space for equipment, supplies, food, substrate, and refuse (*Guide*, p 141)						
○ substrate protected from contamination (*Guide*, p 141)						
○ food in vermin-free, temperature and humidity-controlled area and protected from contamination (*Guide*, p 141)						
○ refuse storage is separate (*Guide*, p 141)						
○ carcass and animal tissue storage are separate, refrigerated below 7ºC and cleanable (*Guide*, p 141)						
• **Personnel:**						
○ adequate space for locker rooms, administration, and training (*Guide*, p 135)						

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NA = not applicable

Cagewash

Date:
Location:

	A*	M	S	C	NA
• **Construction and Operation:**					
○ dedicated central area for sanitizing cages and equipment is provided (*Guide*, p 143)					
○ cage-washing equipment meets need (*Guide*, p 143)					
○ doors, windows, floors, drainage, walls, ceilings (*Guide*, pp 136-138)					
○ convenient to animal areas/waste disposal (*Guide*, p 143)					
○ ease of access (including door size) facilitates use (*Guide*, p 143)					
○ sufficient space for staging and maneuvering (*Guide*, p 143)					
○ safety precautions/clothing/equipment used for waste disposal/prewash/acid wash ((*Guide*, p 143)					
○ traffic flow clean to dirty with no contamination of clean equipment by dirty equipment and appropriate air pressurization (*Guide*, p 143)					
○ insulation and/or sound attenuation present as needed (*Guide*, p 143)					
○ utilities are appropriate (*Guide*, p 143)					

○	ventilation meets heat and humidity load (*Guide*, p 143)					
○	safety features (e.g., SOPs, warning signs, eyewash stations) are in use (*Guide*, p 143)					
○	functioning safety devices to prevent entrapment in washer/sterilizers (*Guide*, p 143)					
○	cage wash temperatures are monitored, and records are available (*Guide*, p 73)					
○	appropriate clean cage storage (*Guide*, p 141)					

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Special Facilities: Aseptic Surgery

Date:
Location:

	A*	M	S	C	NA
• **General Considerations:**					
○ location minimizes traffic/contamination (*Guide*, p 144)					
○ functional components (surgical support, animal preparation, surgeon scrub, operating room, postoperative recovery) are designed and separated (physically or otherwise) (*Guide*, p 144)					
○ appropriate drug storage, control, expiration date monitoring (*Guide*, pp 115, 122)					
○ safe sharps disposal system (*Guide*, p 74)					
○ adequate records of anesthesia and perioperative care (*Guide*, p 122)					
○ aseptic procedures in use for all survival surgery (*Guide*, pp 118-119)					
• **Operating Room:**					
○ effective contamination control procedures (*Guide*, p 144)					
○ effective cleaning procedures/dedicated tools (*Guide*, p 145)					
○ interior surfaces smooth and impervious to moisture (*Guide*, p 145)					
○ HVAC system meets *Guide* requirements (*Guide*, p 145)					
○ lighting safe and appropriate (*Guide*, p 145)					
○ outlets safe and appropriate (*Guide*, p 145)					
○ scavenging of anesthetic gases implemented (*Guide*, p 145)					
• **Surgical Support:**					
○ facility for washing, sterilizing, storing instruments and supplies (*Guide*, p 145)					
○ autoclave monitoring procedures are implemented (*Guide*, pp 119, 145)					
○ storage of autoclaved materials maintains sterility (*Guide*, p 145)					
○ cold sterilization procedures are appropriate (*Guide*, p 119)					
• **Animal Preparation:** contains large sink to facilitate cleaning of animal and operative site (*Guide*, p 145)					
• **Surgeon Scrub:** outside operating room, non-hand-operated sink (*Guide*, p 145)					
• **Postoperative Recovery:** allows adequate observation, easily cleaned, supports physiologic functions, minimizes risk of injury (*Guide*, p 145)					
• **Dressing Area:** place for personnel to change (*Guide*, p 145)					

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Special Facilities: Procedure Areas, Non-survival Surgeries, Laboratories, Rodent Surgeries, Imaging, Whole Body Irradiation, Hazardous Agent Containment, Behavioral Studies

Date:
Location:

	A*	M	S	C	NA
• **General Considerations:**					
○ labs used to house animals only when scientifically required and limited to minimum period necessary (*Guide*, p 134)					
○ drug storage, control, and expiration dates (*Guide*, pp 115, 122)					
○ sharps disposal (*Guide*, p 74)					
○ anesthetic monitoring (*Guide*, p 120)					
○ scavenging of anesthetic gases (*Guide*, p 21)					
○ safety features (e.g., SOPs, safety signs, eyewash stations, secure gas cylinders) are in place (*Guide*, p 19)					
○ carcass disposal (*Guide*, pp 73-74)					
• **Additional Concerns for Survival Surgery:** (rodent and minor procedures only)					
○ rodent survival surgery clean and uncluttered, not used for anything else during surgery (*Guide*, p 144)					
○ records of peri-operative care (*Guide*, p 120)					
○ aseptic procedures (*Guide*, pp 118-119)					
○ autoclave monitoring procedures (*Guide*, pp 119, 145)					
○ storage of autoclaved materials (*Guide*, p 145)					
○ cold sterilization procedures are appropriate (*Guide*, p 119)					
• **Imaging/Whole Body Irradiation:**					
○ location of resource limits contamination risk (*Guide*, p 147)					
○ appropriate transportation methods are in place (*Guide*, p 147)					
○ gas anesthesia provision, scavenging and monitoring are appropriate (*Guide*, p 147)					
○ appropriate sensors and ventilation are provided for cryogen gases (*Guide*, p 147) [must]					
○ imaging console is located away from radiation source (*Guide*, p 147)					
• **Hazardous Agent Containment:**					
○ facility adheres to APHIS, USDA and CDC Select Agent Regulations and other federal, state and local regulations including security measures (*Guide*, p 148) [must]					
• **Behavioral Studies:**					
○ facility minimizes airborne transmission of noise and ground-borne transmission of vibration (*Guide*, p 149)					
○ floor coverings reduce sound transmission (*Guide*, p 149)					
○ testing equipment allows for surface disinfection (*Guide*, p 150)					
○ components that cannot be cleaned are not in ready contact with animals and kept covered when not in use (*Guide*, p 150)					

○ housing areas are contiguous with testing areas when appropriate (*Guide*, p 150)						

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NA = not applicable

Attachment 2: UC Davis IACUC Tips

What is the IACUC looking for?	How to prevent a deficiency? You should ensure your facility is meeting these expectations:
Training Records	All persons listed on a protocol and/or working with live, vertebrate animals must be adequately trained on the specific species-related procedures described in the protocol that they will be performing, and have documentation of this training. See this link for help: https://research.ucdavis.edu/wp-content/uploads/IACUC-02.pdf **Animal Facilities must maintain training documentation**
Occupational Health **PPM 290-25**	All persons working with live, vertebrate animals must be an active participant in the Occupational Health Program. Risk assessment forms must be updated whenever a change has occurred to a person's risk. This must be documented on the training record log. All persons working with animals must wear PPE as required by campus policy. Minimum requirements for most species require a lab coat and gloves. Any PPE requirements should be posted and available to all persons entering your facility. https://ucdavispolicy.ellucid.com/documents/view/279/active/ https://safetyservices.ucdavis.edu/units/occupational-health/surveillance-system
Protocols should be posted and available **PPM 290-30**	All active protocols should be properly displayed (with current expiration date) on the animal room door or area. Staff members must have access to active protocols either by providing a hard copy in the lab or by training staff to use the IACUC online system: https://research.ucdavis.edu/research-support/animal-care-use/iacuc/protocols-and-amendments-for-animal-care-and-use/
General Physical Environment	Animal holding facilities must be properly maintained and managed. Walls and ceilings should be smooth, moisture-resistant, nonabsorbent, and resistant to damage from impact. Work orders for helping maintain facilities must be in place. HVAC systems must be reliable and able to meet ILAR Guide requirements. (See chapter 3 of the Guide for Care and Use of Laboratory Animals, 8th Edition.) Temperature alarms must be in place when housing USDA-covered species. https://research.ucdavis.edu/wp-content/uploads/IACUC-16.pdf
Animal housing, Animal Care SOPs **Facility SOPs**	Animals must be identified by at least the PI name and protocol number in housing locations and when being transported. Animal

AV Minimum Standard of Care Policies	housing must meet the Minimum Standards of Care following the UC Davis Attending Veterinarian (AV) policies. **See this link for the species-specific standards of the species you are housing and have responsibility for:** https://research.ucdavis.edu/research-support/animal-care-use/campus-veterinary-services/standards-of-care-program-policies/
Daily/Weekly/Monthly Animal Care and Facility Logs	You **must** document that procedures outlined in the husbandry SOPs are performed and that the animals are checked daily. Daily census of animals must be maintained. Husbandry records must be maintained for at least three years. **(Make sure to DOCUMENT your animal care duties EVERYDAY!)**
Sanitation of animal rooms, cages, and support areas	Facilities must be clean, organized, and free of clutter. Specifically, this applies to lab and support space (cage/tank washing areas) used for animal work. These areas must be easily cleanable and free of materials that cannot be readily sanitized (i.e., cardboard boxes). **AVOID CLUTTER!**
Pest Control	All units that house laboratory/research or teaching animals must have SOPs for pest control. Refer to the UC Davis Policy and Procedures Manual for Pest control guidance: https://ucdavispolicy.ellucid.com/documents/view/295/active/
Drugs/Expiration dates/Pharmaceutical grade	Drugs must be pharmaceutical grade unless chemical grade drugs and preparation procedures have been approved in IACUC protocols. Drugs used in animals may not be expired. Expired drugs must be properly disposed of. https://research.ucdavis.edu/wp-content/uploads/IACUC-09.pdf https://research.ucdavis.edu/wp-content/uploads/IACUC-29.pdf
Euthanasia	Euthanasia methods used in the facility must be appropriate for the species and approved in the IACUC protocol. Training for euthanasia methods must be documented. https://research.ucdavis.edu/wp-content/uploads/IACUC-37.pdf https://www.avma.org/KB/Policies/Pages/Euthanasia-Guidelines.aspx
Carcass Waste and Disposal	All waste must be disposed of via proper waste stream. Facility personnel must be trained to bag animals in waterproof bags and disposed of in the red barrels in the designated cold rooms, or areas that have been approved for storage. Hazardous waste must be disposed of following the UC Davis EH&S approved methods. http://safetyservices.ucdavis.edu/article/hazardous-waste-management

Disaster Planning	**All** animal units are required to have a disaster plan. The disaster plan must include safety procedures for personnel and animals during emergencies. This is required by all Federal and State regulatory agencies that UC Davis works in conjunction with (i.e., NIH/OLAW, USDA and the Animal Welfare Act, the Public Health Service Policy). Contact the IACUC Office for assistance.

OTHER as it applies:

Fish and Wildlife Permit	A current *California* ***Department of Fish and Wildlife (CDFW) Restricted Species Users*** permit must be posted in facilities housing and working with state detrimental species (i.e., Ferrets, Xenopus, transgenic fish). Ensure that you also have the CDFW required EMERGENCY ACTION PLAN posted with the permit. (Contact the IACUC Office for assistance).
Security	Facilities must have a secured building or area for holding animals. Key card access is recommended. Please ensure hard copies of keys are returned when user does not require entrance to the vivarium and key card access is revoked when employees/staff/students are no longer working at UC Davis.
Transportation of animals	Animal transport must minimize the spread of allergens and reduce the spread of pathogens. Animals transported in a car must be kept in an appropriate cage or carrier in the passenger, temperature-controlled portion of the vehicle. **All university and privately owned vehicles used to transport animals are subject to inspection.** https://research.ucdavis.edu/wp-content/uploads/IACUC-13.pdf
Veterinary Care	Staff must be trained to contact the designated clinical veterinarian for sick animals. Phone numbers must be readily available. https://research.ucdavis.edu/research-support/animal-care-use/campus-veterinary-services/ Methods for reporting Animal Care and Use Concerns must be posted. https://research.ucdavis.edu/wp-content/uploads/IACUC-14.pdf
Behavioral Management	Animals should be provided with Environmental Enrichment. Social animals must be given the opportunity to interact, unless exemptions are listed in approved IACUC protocols. https://research.ucdavis.edu/wp-content/uploads/IACUC-46.pdf
Sharps disposal **UCD Safety Net #3, 62**	Please ensure staff are not recapping needles. Used needles and syringes must be disposed of in the sharps container without being recapped. If a sharps container is not readily available for proper disposal, only the one-handed technique may be used to recap the needle. **Safety Net #3:** https://safetyservices.ucdavis.edu/safetynet/sharps-safety-guidelines