Title:  IACUC Laboratory/Study Area Inspection Program

I.  Purpose:

The purpose of the IACUC Laboratory/Study Area Inspection Program is to ensure that research in the laboratories is conducted according to Public Health Service (PHS), United States Department of Agriculture (USDA), UC Davis policies, and is consistent with the Principal Investigator’s (PI’s) animal care and use protocol.

II.  Policy:

All laboratory/study areas where live, vertebrate animals are used for research or teaching must be inspected regularly. The type of research being conducted and species used will determine the frequency of the inspections, as described below.

If laboratory personnel maintain a USDA covered species longer than 12 hours the laboratory will be visited semi-annually by at least two voting members of the IACUC.

If a laboratory is used to conduct surgery or holds a non-USDA covered species for longer than 12 hours the laboratory will be visited semi-annually by at least one member of the IACUC Staff and/or a member of the IACUC.

If the laboratory does not fall under one of the above categories, but live, vertebrate animals are brought to the laboratory, a member of IACUC Staff and/or a member of the IACUC will perform a periodic inspection (e.g., annual, biennial).

III.  Procedure:

The PI or designated laboratory contact will be notified by the IACUC Office Staff regarding any upcoming inspections. For shared lab spaces (space used by more than one PI) all investigators may be contacted. The laboratory will be provided
with a preparatory Checklist to prepare for the inspection. The IACUC Office Staff will attempt to coordinate with the designated contact person to schedule a date/time for the inspection. If a response is not received in a timely manner the inspection may be conducted unannounced. The inspection will be conducted using a Laboratory Inspection Checklist, a sample of which is included below.

Minor and significant deficiencies will be noted, correction plans discussed with the PI or delegate, and a corrective time frame determined. Deficiencies must be corrected within the determined timeframe. If the deficiency is not corrected within the allotted time period the PI’s IACUC protocols may be suspended by the IACUC. Multiple and/or repeated deficiencies may also lead to the suspension of the PI’s IACUC protocols. AAALAC, OLAW (PHS funded activities), and USDA (covered species) will be notified of all suspensions.

The IACUC will review all inspection reports and take the necessary actions. The Institutional Official (IO) will be notified of all significant deficiencies. Other officials, such as, the appropriate Department Chair will be notified as necessary.

After the inspection, the laboratory will receive notification and access to the final written report via the IACUC online system. If there are questions or concerns about the report, the laboratory will be informed that they can contact the IACUC Office. The report will be placed on the IACUC agenda for review.

IV. **Definitions:**

A. **Significant deficiency:** A situation that is or may be a threat to animal health or safety.

B. **Minor deficiency:** A problem for which an immediate solution is not essential to protect life or prevent distress to an animal.

C. **Study area:** “Any building room, area, enclosure, or other containment outside of a core facility or centrally designated or managed areas in which animals are housed for less than 12 hours.” per the Animal Welfare Regulations.

V. **Resources:**

1. Animal Welfare Act and Regulations
2. ILAR, Guide for the Care and Use of Laboratory Animals
   [http://nap.edu/12910](http://nap.edu/12910)
3. PHS Policy
### Sample 1:

**Institutional Animal Care and Use Committee**  
**University of California-Davis**

#### Animal Study Areas Inspection Checklist

(Procedure Areas: Minor and Non-Survival Surgeries, Laboratories and Rodent Surgeries)

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>Shared Room:</th>
<th>Annual:</th>
<th>Semi-Annual:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Building/room:</th>
<th>Species:</th>
<th>Lab Housing:</th>
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</thead>
</table>

**Breeders**:  
**Terminal Surgery**:  
**Survival Surgery**:  
**Multiple Survival Surgery**:  

**P.I.**:  
**Department**:  
**Designated Contact**:  
**Phone**:  
**Cell**:  

**Protocols to Review:**

**A. PROGRAMMATIC  ***  
1. Protocol/Amendments available (hard copy – online system)  
   - Protocol status sheet (current expiration date, amendments attached)  
   - Protocol staff roster (members added prior to working with animals? Updated?)  
2. Training records (ACU 101, individual training record, reporting)  
3. Occupational Health (Preventative Med-Risk assessment)  
4. Occupational Health (Physical) – PPE, minimum gloves & lab coats  
5. Lab housing (SOPs, daily logs for temp, feeding, feed storage-expiration date, cage changing)  
6. ATS – Breeding protocols (updated quarterly)  
7. Fish and Wildlife Permit (must be posted in labs if applicable)  
8. Vaporizer Maintenance (annual check)  
9. Sequestration of anesthetic gases (canister weight and date, fume hood, vacuum)  
10. Gas cylinders immobilized (double chain)  

**B. GENERAL CONCERNS - 2011 ILAR Guide reference pages**

11. Transportation of animals (filter top cage, temp control vehicle, ID, covered)  
12. Animal Identification (minimum of PI name, protocol #)  
13. Security (lab doors, windows shut)  
14. Animal housing, feed and water provisions (if more than 6 hours)  
15. Sanitation of procedure area (chemicals expiration date, QA/Rodec testing)  
16. Euthanasia (methods appropriate, certification for CD) 2013 AVMA Panel/Guide 123  
17. carcass and waste disposal (water proof bags, segregate hazardous waste)  
18. Sharps disposal (no recapping)  
   - UCD Safety Net #6, 62  
19. Drugs (expiration dates/Pharmaceutical grade)  
20. Mini-posters (how to contact clinical veterinarian, animal concerns, allergies)  

**C. SURVIVAL SURGERY (rodents or minor procedures only)**

21. 2011 ILAR Guide pg. 115-120 [If yes, complete]  
22. Rodent survival surgery (space clean and uncluttered)  
23. Aseptic procedures (taken rodent survival surgery course?)  
24. Autoclave monitoring procedures (autoclave tape or pouches)  
25. Storage of autoclaved materials (date)  
26. Cold sterilization procedures (contact time, sterilant not disinfectant)  
27. Anesthetic monitoring (wrench response, respiratory rate, heart rate?)  
28. Analgesics used according to protocol (dose, route, frequency)  
29. Surgical Records (pre, peri, and post-operative with daily logs)  

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- A=acceptable  
- M=minor  
- S=significant deficiency (is or may be a threat to animal health or safety)  
- Fol/up=follow-up