

University of Maryland – IACUC Inspection check list

IACUC Reviewers _____ Escort _____ Signature _____

PI _____ Building _____ Room(s) _____ Date _____

1. Signage

- 1a. Allergy Warning
- 1b. Safety Concerns (English/Spanish)
- 1c. When Injury Happens
- 1d. Reporting Animal-Related Concerns
- 1e. Emergency Veterinary Contact

2. Personnel Training and Documentation

- 2a. PI/Animal User Training
- 2b. Occupational Health program enrollment
- 2c. Lab specific training
- 2d. Other training (ABSL-2/3, radiation, etc)
- 2e. Personnel have knowledge of rules/regulations
- 2f. Personnel have knowledge of/access to protocol and SOPs

3. Safety, Cleaning and Sanitation

- 3a. Animal room surfaces (walls, floors, shelving, counters, etc) are all non-porous, sanitizable, no cracks/holes
- 3b. Cleaning implements (mops, brooms, etc) stored off the floor
- 3c. BSCs, hoods, vaporizers, etc., within certification date
- 3d. Appropriate anesthetic gas scavenging
- 3e. Gas cylinders properly secured
- 3f. Eyewash station accessible, flushed weekly, documented
- 3g. First aid kit supplies within date
- 3h. Pest control visits performed and documented
- 3i. Refrigerators/microwaves marked "For Animal Use Only"
- 3j. No human food/drink present in facilities
- 3k. Sharps disposed of properly/not overfilled
- 3l. Extension cords not daisy chained together
- 3m. Behavior apparati in good condition, sanitized, logged
- 3n. Sanitation supplies (bleach, wipes, etc) within date
- 3o. Other reagents labeled w/date opened/mixed, or w/in date

Please note alphanumeric code (see list) and room number for each finding

4. Storage and Disposal

- 4a. Carcasses/hazardous wastes properly contained, labeled & disposed of
- 4b. Items requiring refrigeration stored at appropriate temps (e.g., carcasses $\leq 7^{\circ}\text{C}$; special diets $\leq 4^{\circ}\text{C}$; medications as per manufacturer's spec), logged
- 4c. Feed is rotated first in/first out
- 4d. Feed/bedding not stored against wall or on floor
- 4e. Opened feed stored in closed containers, labeled w/ exp date
- 4f. Bins labeled with sanitation dates
- 4g. Chemical reagents labeled w/ date opened/mixed, within date
- 4h. Drugs and other medical supplies are within date
- 4i. Controlled substances properly stored, logged appropriately
- 4j. Appropriate chemical secondary containment in place

5. Animal Care and Documentation

- 5a. Sanitation complete on schedule and documented
- 5b. Temperature and RH checked and documented
- 5c. Status of food, water and animal health checked, and documented at least daily; reports submitted to AV
- 5d. Appropriate enrichment provided, exceptions documented
- 5e. Cage cards clear and complete including: PI, protocol number, pertinent dates (birth, arrival, surgery), source, species/strain and ID number (as applicable)
- 5f. Single housing rationale and resolution documented
- 5g. Animal health records available and complete
- 5h. Surgery/anesthesia/monitoring records available and complete
- 5i. Humane endpoint scoring sheets available and complete
- 5j. Animal census records up to date and complete

6. Facilities Maintenance

- 6a. Animal areas appropriately secured/doors self-closing
- 6b. Animal room surfaces (walls, floors, shelving, counters, etc) are all non-porous, sanitizable, and clear of cracks and holes
- 6c. Light intensity appropriate for species/animal care and observation
- 6d. Light fixtures have covers
- 6e. Light timers checked regularly, logged appropriately
- 6f. Outlets have covers/are grounded (aquaculture)
- 6h. Vehicles used for transportation are clean, sanitized and safe (see separate vehicle inspection checklist)

7. Cagewash (as applicable)

- 7a. Convenient to animal areas/disposal
- 7b. Ease of access (including door size) facilitates use
- 7c. Sufficient space for staging and maneuvering appropriate clean cage storage
- 7d. Safety precautions in place and in use (e.g., waste disposal, SOPs, warning signs, ear protection, etc)
- 7e. Safety features are in use (auto shutoffs, egress, entrapment prevention)
- 7f. Traffic flow clean to dirty with no cross contamination and appropriate air pressure differential
- 7g. Utilities are appropriate for operation
- 7h. HVAC meets heat and humidity load
- 7i. Temperatures monitored and documentation available

8. Surgical Suite/Surgical Space

- 8a. Anesthesia, intra- and post-operative care records complete
- 8b. Effective contamination control procedures
- 8c. Effective cleaning procedures/dedicated equipment
- 8d. Surgical surfaces non-porous, sanitizable, and clear of cracks and holes
- 8e. HVAC system meets *Guide* requirements (air pressure in operating room is positive relative to adjacent areas)
- 8f. Lighting outlets and other fixtures safe and appropriate
- 8g. Facility for washing, sterilizing, storing instruments, supplies
- 8h. Storage of autoclaved materials maintains sterility
- 8i. Post-operative recovery area: allows adequate observation, easily cleaned, supports physiologic functions, minimizes risk of animal injury
- 8j. Appropriate anesthetic gas scavenging

9. Autoclave

- 9a. Autoclave monitoring procedures are implemented and records complete
- 9b. Safety mechanisms in place, including appropriate signage and training

