

Laboratory Inspection Guide

This guide sheet is intended to provide an outline of items commonly cited by the IACUC during semiannual inspections of labs: it does not present a comprehensive list of requirements for animal use. Animal users are required to follow all relevant standards, including the Animal Welfare Act Regs, Public Health Service Policy, the Guide, and their IACUC-approved protocol. Questions, concerns, and requests for assistance in preparing for an inspection are welcome. Please contact iacuc@umb.edu.

Record-keeping

Protocols and SOPs are current and available to view

Records of anesthesia, surgery, post-op are current and available to view

Contact information for veterinary staff is posted or accessible

Laboratory Training Notebook is current and available to view

General lab care / housekeeping

Animal use areas are generally clean and well-organized

Animal procedure areas are clean with sanitizable surfaces

Chairs used in procedure areas are sanitizable (not cloth) or have covers

Animal feed are stored in closed containers with labels indicating exp. dates

Sanitizing solutions are appropriate for use; clear labeling indicates mix/fill date

Drugs and anesthesia

Controlled substances are appropriately secured

Controlled substances use log is up to date and available to view

Drugs & pharmaceuticals are current with labels indicating expiration dates

Anesthesia machines have been calibrated within last 12 months

CO₂ cylinders are secured and have flow meters & instructions for use

Guillotines are clean and sharp with current log of testing & maintenance

Surgery and procedure areas

Surfaces are sanitizable and materials needed for sanitation or disinfection are available

Sanitation schedule is rigorous and performance is documented

Storage of non-surgical supplies is disallowed in surgery or procedure area

Peri-op & post-op care is documented as per PI protocol (see also Recordkeeping)

Room temp & humidity levels are recorded and controlled within limits (if applicable)

Safety

Human food is kept out of lab areas and lab refrigerators

Hoods used for animals are uncluttered and have current certification

Sharps containers are not overfull and discarded needles are not recapped

Needles, injection ports and other sharps are properly stored

PPE / Personal protection equipment is available, appropriate and used

Chemicals used in animals are clearly labeled with expiration dates

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

Occupational Health & Safety Questionnaire is complete & current for all lab members

Some questions commonly asked by the inspection team:

- Do you have a copy of your protocol here? Do your lab members read protocols? Documented?
- Could you explain how you euthanize your animals? How do you verify death?
- Do you perform procedures or surgeries? Could you describe these? What is the mortality rate?
- What kind of post-op care and monitoring do you provide? Can we see the records?
- If a procedure or surgery did not go well, what would you do? Who would you contact?
- Aquatic animals: how do you monitor water quality and temperature? Can we view your records?
- Where do you keep your drugs or controlled substances (used in animals)? Can we see these?
- Do you feel like you have the support you need to do your animal work?
- Is there anything you'd like to ask us or to convey to the committee?