

Inspection Guide

AQUATICS FACILITY and HOUSING semi-annual ACUC inspections

This guide is intended to provide an outline of items commonly cited by Animal Care and Use Committees (ACUC) during semi-annual inspections of aquatic animal areas: 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 ACUC-approved protocol.

Questions, concerns, and requests for assistance in preparing for an inspection are welcome. Please contact Danielle Ewing at RARC: phone (608) 265-4404 or email dsewing@wisc.edu

yes	no	n/a	Aquatic Facility (general)
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Whistle-Blower Policy is posted and current |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Surfaces are sanitizable, e.g. no peeling paint, chips, cracks, rust, cloth, unsealed wood |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Housekeeping is appropriate, area is generally clean and well-organized |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cleaning Equipment (mops, brooms) is stored off the floor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Eye wash stations are tested (flushed) weekly and test log is posted |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Human food is kept out of animal use areas and lab refrigerators |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cardboard boxes , including broken glass boxes, are stored off the floor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical hazards are eliminated or mitigated |

yes	no	n/a	All Animal Housing
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| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Animals generally appear healthy, sick animals are being promptly reported to vet staff |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Veterinary contact information current and posted |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Emergency contact sheets are current and posted |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Husbandry records reflect daily care (health, feeding) and are complete and accurate |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Care staff are aware of special husbandry needs/potential health effects of experiments |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Food is in-date, secondary containers clearly labeled with contents and expiration date* |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Medications and drugs (MS-222) are pharmaceutical (USP)-grade and in-date |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Enclosures allow for viewing of animals and are not obscured by algal growth |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Enclosures are sanitized on a regular basis as specified in SOP (\leq 6 months) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Equipment used with animals (nets, buckets) is sanitized to reduce disease risk |

* dry flake food expires 3 years from receipt if unopened, 12 months once opened
frozen food expires 12 months from receipt if frozen, 1 month once defrosted & refrigerated

The water-quality monitoring parameters below are general guidelines. Individual ACUCs, attending veterinarians, animal-care units, or laboratories may institute alternate monitoring requirements: refer to facility or lab SOPs for specifications.

yes	no	n/a	Static Housing (water periodically replaced)
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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Temperature (water, room) is recorded DAILY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | pH is recorded WEEKLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ammonia is recorded WEEKLY and prior to water changes to document maximum levels |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nitrite is recorded WEEKLY and prior to water changes to document maximum levels |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Chlorine is recorded MONTHLY from <u>source</u> and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hardness is recorded MONTHLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water changes meet minimum required for species and system (e.g. 80-100% per week) |

yes	no	n/a	Re-circulating Housing (water is continuously filtered)
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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Temperature (water, room) is recorded DAILY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | pH is recorded WEEKLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ammonia is recorded WEEKLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nitrite is recorded WEEKLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Nitrate is recorded MONTHLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Chlorine is recorded MONTHLY from <u>source</u> and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hardness is recorded MONTHLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dissolved oxygen (dO₂) is recorded MONTHLY and is within acceptable range |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water changes meet minimum required for species and system (25% per week) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Filters are changed at regular intervals (≤ 6 months for charcoal, other types per SOP) |

yes	no	n/a	Flow-through Housing (water flows freely from source)
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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Temperature (water, room) is recorded DAILY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | pH is recorded WEEKLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ammonia is recorded MONTHLY and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Chlorine is recorded MONTHLY from <u>source or tank</u> and is within acceptable range |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hardness is recorded every 6 MONTHS and is within acceptable range for species |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dissolved oxygen (dO₂) is recorded MONTHLY and is within acceptable range |