

# Inspection Guide

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 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 ACUC-approved protocol.

Questions, concerns, and requests for assistance in preparing for an inspection are welcome. Please contact the RARC IACUC office at [iacuc@rarc.wisc.edu](mailto:iacuc@rarc.wisc.edu)

yes	no	n/a	Facility-Wide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Contact</b> information for veterinary staff is posted and current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Whistle-Blower Policy</b> is posted and current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Surfaces</b> are sanitizable, E.G., no peeling paint, chips, cracks, rust, cloth, unsealed wood
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitizing solutions</b> are appropriate for use; clear labeling indicates mix/fill date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>PPE</b> is available, appropriate, and consistently used
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cleaning Equipment</b> (mops, brooms) is stored up off the floor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Eye wash stations</b> are tested (flushed) monthly and test log is posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human food</b> is kept out of animal use areas and lab refrigerators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Cardboard</b> boxes, including broken glass boxes, are stored off the floor
yes	no	n/a	Animal Housing Rooms
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Door signage</b> is appropriate E.G., species, disease status, hazards, required PPE.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hazard Signage:</b> Remove or flip door signage if hazard isn't present in room.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Emergency contact</b> sheets are current and posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Husbandry Records</b> are complete and accurate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Room temp &amp; humidity</b> levels are recorded and controlled within appropriate limits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Housekeeping</b> is appropriate, area is generally clean and well-organized
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal caging</b> is clean, with appropriate food, water, and enrichment provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animals</b> generally appear healthy, sick animals are being promptly reported to vet staff
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Care staff</b> are aware of special husbandry needs/potential health effects of experiments

- Cage cards** include protocol numbers (if only 1 protocol per room this may be on door)
- Singly housed animals:** Is there any indication on the cage card indicating why it's singly housed.
- Changing hoods** are in date and if no hood, has the room been assessed by EHS

yes	no	n/a	Procedure Areas (may be separate rooms or part of housing room)
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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Behavioral</b> or other testing equipment cleaned by an approved method and is there an SOP            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Housekeeping</b> is appropriate, area is generally clean and well-organized                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Lab supplies</b> kept in shared spaces are identified with contact info and are accessible             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Controlled substances</b> are locked in secure area, log is up to date and available to view           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Drugs &amp; pharmaceuticals</b> are current with labels indicating expiration dates                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Materials</b> for survival procedures are current with labels indicating expiration dates              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Materials</b> for terminal procedures are clearly labeled and separated if out-of date                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Anesthesia machines</b> have been calibrated within last 12 months                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>F/Air canister</b> weights or time in use are regularly recorded; vapor recapture system is functional |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>CO2 cylinders</b> are secured and have flow meters & instructions for use                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Oxygen Generators</b> —what is the standard maintenance for you unit?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Hoods</b> used for animals are uncluttered and have current certification                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Sharps</b> are properly stored; sharps container is not overfull                                       |

yes	no	n/a	Storage Rooms
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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>All items</b> stored up out of direct contact with the floor and away from potential contaminants |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Food stored</b> ~ 4 inches away from contact with walls.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Is the food room</b> temperature monitored (<70 degrees)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Food</b> is in-date, any secondary containers clearly labeled with contents and date              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Sanitizing materials</b> stored below eye level, not stored over food                             |

yes	no	n/a	Cagewash
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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Separation</b> between clean and dirty sides             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Temperature strips</b> used appropriately and documented |

**Signage** and other safety measures in place

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yes	no	n/a	Office/Breakroom
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**Protocols and SOPs** are current and available to view

**Veterinary logs** are available and are current and complete

**Staff training records** are current and available to view

**Emergency plan** is current and available to view

**Water Quality** records are current and available to view

**Autoclave** records are current and available to view