

# Inspection Guide

## FARM semi-annual ACUC inspections

This guide sheet is intended to provide an outline of items commonly cited by Animal Care and Use Committees (ACUC) during semi-annual inspections of farms: 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 Regulations, Public Health Service Policy, the Guide, the Ag 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	Recordkeeping & Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Protocols, SOPs, and Emergency Plans</b> are current and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Records</b> , including but not limited to: surgical, procedural, medical and/or treatment records, are current and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Staff Training Records</b> are current and available to view
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Veterinary &amp; Emergency Contact</b> information is posted, and current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Whistle-Blower Policy</b> is posted and current

yes	no	n/a	General Upkeep
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal use areas</b> are generally clean and well-maintained and risk of Is minimized (safe flooring, no potential for entrapment, no protruding metal)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal surgery &amp; procedures</b> areas are clean with sanitizable surfaces (for surgery areas) & materials for survival and non-survival procedures are appropriately stored and labeled as necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animal feed and bedding</b> are stored appropriataely (space around pallets 4-6 inches from the wall)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sanitizing Solutions</b> are appropriate for use; containers have labels indicating appropriate expiration, use by, first puncture date or mixed on date (please indicate which is being used)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Transport vehicles</b> are clean, functional & appropriate (including any equipment used in transporting animals) and have an emergency transport plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Pest Control</b> measures are in place and documented

yes	no	n/a	Animals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Animals are checked daily</b> for health/food/water and records of these Checks are available for view, complete and accurate.

- Animals** in general appear healthy and in good condition
- Sick Animals** are promptly reported to appropriate Veterinary Staff and/or treated per facility SOP and treatment documented
- Animal holding areas** are clean with appropriate food, water & bedding (if applicable) provided. Food and water in not soiled & access is appropriate
- Social Housing & Enrichment** is provided according to campus policy

yes	no	n/a	Pastures (if applicable)
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- Herds** are **checked daily** according to facility SOP
- Fencing** is well maintained
- Pasture is adequate** for intended use(e.g. size, composition, grazing level and density) and thistle/weed control program is in place.
- Shelter from the elements** is either present or managed via facility SOP
- A fly/pest control** program is in place

yes	no	n/a	Drugs, Chemicals and Equipment
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- Controlled substances** are locked in secure area, logs & records are accurate and up-to-date and available
- Drugs and pharmaceuticals** (e.g. eye lube) are not expired and have Labels indicating "expiration" or "use by" dates. \*Watch for 1<sup>st</sup> puncture dates on labels as it effects products expiration
- Chemicals, pesticides** or other substances are labeled with chemical name and "expiration" or "use by date"-instructions should be available
- Safety Data Sheets (SDS)** are current and available to view
- Anesthesia Machines** have bene calibrated in the last 12 months and have a sticker with inspection date visible