

University of Maryland – IACUC Inspection checklist

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
- 1f. Laboratory Hazards outside doors accurate/complete

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 facilities issues
 - i. Animal areas appropriately secured/doors self-closing
 - ii. Walls, floors, shelving, counters non-porous, sanitizable, no cracks/holes
 - iii. Light and outlets fixtures covered, working, grounded, light timers working/checked
 - iv. Appliances and HVAC-related devices working, meeting heat and humidity load
- 3b. Cleaning implements (mops, brooms, etc) not stored directly on the floor, hoses put away/above water line of sink
- 3c. BSCs, fume hoods, vaporizers, etc certs current
- 3d. Gas cylinders properly secured
- 3e. Eyewash station working, accessible, flushed weekly and documented, inspected annually
- 3f. First aid kit present and stocked, supplies within date
- 3g. Pest control traps present, issues reported and managed
- 3h. Refrigerators/microwaves marked "For Animal Use Only"
- 3i. No human food/drink present in facility
- 3j. Sharps/hazardous waste disposed of properly/containers not overfilled
- 3k. Extension cords not daisy chained together
- 3l. Behavior apparati in good condition, sanitized, logged

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

- 3m. Sanitation supplies (bleach, wipes, etc) within date
- 3n. Other reagents labeled w/ date opened/mixed, or within date
- 3o. General cleanliness (no clutter, dust, rust, etc)
- 3q. Appropriate PPE provided, stored properly
- 3r. Sanitation complete on schedule, documented
- 3s. ESSR Emergency Contacts booklet, present, up-to-date
- 3t. If applicable, vehicles used for transportation are clean, sanitizable, and safe (see separate sheet)

4. Storage and Disposal

- 4a. Items requiring refrigeration stored, labeled and disposed of properly, documented weekly (carcasses $\leq 7^{\circ}\text{C}$, special diets $\leq 4^{\circ}\text{C}$, medications per manufacturer's spec, etc)
- 4b. Feed is within date, rotated first in/first out
- 4c. Feed/bedding not stored against wall or on floor
- 4d. Opened feed/bedding/enrichment/cage supplies stored in closed, sanitizable containers, labeled w/ exp and sanitation date
- 4e. Drugs and other medical supplies are within date, expired items labeled appropriately ("not for sterile use"/"for non-survival surgeries")
- 4f. Controlled substances properly stored, logged appropriately
- 4g. Appropriate chemical secondary containment in place
- 4h. Boxes and bins stacked at a safe height/secure

5. Animal Care and Documentation

- 5a. Animal health checked daily, records available and documented; Submitted to AV (sick and dead animals must be reported to AV)
 - i. If applicable, USDA-regulated documentation available/complete
- 5b. Sanitation complete on schedule and documented
- 5c. Appropriate enrichment provided, exceptions/exemptions documented
- 5d. Cage cards clear and complete including: PI, protocol number, pertinent dates (birth, arrival, surgery), source, species/strain, ID number (as applicable) and number of animals
- 5e. Single housing rationale/resolution documented on back of cage card
- 5f. Humane endpoint scoring sheets available and complete
- 5g. Animal census records up to date and complete
- 5h. Euthanasia methods appropriate, equipment maintained, documented
- 5i. Light intensity appropriate for species/animal care and observation
- 5j. Cages/water bottles/feeders/enrichment cleaned/sanitized, records available and complete, checked daily
 - i. Appropriate cleaning and sanitation of nets (aquatics)
- 5k. Caging rack certifications are within date, filters changes regularly, documented
- 5l. Transportation boxes/containers are sanitized, covered when occupied
- 5m. Cardboard is absent from all animal housing areas
- 5n. Temp, RH (and pH for aquatics) logged daily
- 5o. 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 (positive pressure clean side, negative dirty side)
- 7g. Utilities are appropriate for operation
- 7h. Cage wash temps are sufficient for sanitation, test strips present, records available and complete

8. **Surgical Suite/Surgical Space**

- 8a. Surgery/anesthesia/monitoring (intra- and post-op) care records available and 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. Air pressure in operating room positive to adjacent rooms)
- 8f. Surgical supplies appear to be clean/sterile, storage of autoclaved materials maintains sterility
- 8g. Post-operative recovery area: allows adequate observation, easily cleaned, supports physiologic functions, minimizes risk of animal injury
- 8h. Surgical suite cleaned/sanitized, documentation available and complete
- 8i. 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