University of Maryland – IACUC Inspection check list

IACUC Reviewers __________________________________________ Escort __________________ Signature __________________

PI ________________________________ Building __________________ Room(s) ___________________________ Date __________

**Signage**
- Allergy warning
- Safety Concerns (English/Spanish as needed)
- When Injury Happens
- Abuse and Neglect letter
- Emergency Veterinary Contact

**Personnel Training and Documentation**
- PI-Animal Users
- Occupational health program enrollment
- Lab Specific-training
- Other training (A/BSL2/3, Radiation, etc)
- Workers have knowledge of rules/regulations
- Workers have knowledge of access to protocol and SOPs

**Safety, Cleaning, and Sanitation**
- General cleanliness of lab/lab surfaces
- Certification of BSCs, hoods, vaporizers within date
- Appropriate anesthetic gas scavenging
- Gas cylinders properly secured
- Eye wash station flushed, documented weekly and accessible
- Pest control visits performed and documented
- Refrigerators/microwaves marked for no human food
- No food or drink present in lab areas
- Sharps disposed of properly/not overfilled
- Extension cords not used as permanent fixtures (unless otherwise cleared by ESSR)
- Behavior apparatus clean and sanitizable
- Sanitation supplies (bleach, wipes, etc..) within date
- Other reagents labeled w/date opened/mixed and within date
### Storage and Disposal
Carcasses/hazardous wastes properly contained, labeled & disposed of
Items requiring refrigeration are stored at appropriate temperatures (e.g., carcasses ≤ 7°C; special diets ≤ 4°C; medications as per manufacturers spec)
Feed is rotated first in/first out
Feed and bedding not stored against wall or on floor
Feed stored in closed containers, labeled w/exp date
Bin sanitation dates noted on bins
Drugs and other medical supplies are within date
Controlled substances within date and properly stored and documented

### Animal Care & Documentation
Sanitation complete on schedule and documented
Temperature and RH checked and documented
Status of food, water, and animal health checked & documented at least daily; reports submitted to AV
Appropriate enrichment provided
Cage cards clear & complete (including):
PI, protocol number, pertinent dates (e.g., birth, arrival, surgery), animal source, species/strain & animal identification number (as applicable)
Single housing rationale and resolution documented
Animal health records available and complete
Surgery/anesthesia/monitoring records available and complete
Humane endpoint docs available and complete

### Room Maintenance in Animal Facilities
Animal areas are appropriately secured
Animal room surfaces are all non-porous, sanitizable, and devoid of cracks and holes
Light intensity appropriate for species and animal care/observation
Light fixtures have covers
Light timers checked regularly
Outlets have covers to allow sanitation
Aquaculture room outlets covered and grounded
**Cagewash**
- Convenient to animal areas/waste disposal
- Ease of access (including door size) facilitates use
- Sufficient space for staging and maneuvering appropriate clean cage storage
- Safety precautions in place and in use (e.g., waste disposal, SOPs, warning signs, ear protection)
- Safety features are in use (auto shutoffs, egress)
- Traffic flow clean to dirty with no cross contamination (with appropriate air pressure differential)
- Utilities are appropriate for operation
- Ventilation meets heat and humidity load
- Functioning safety devices to prevent entrapment in washer/sterilizers
- Cage wash temperatures are monitored and records are available

**Surgical Suite/Surgical Space**
- Anesthesia/perioperative care records appropriate
- Effective contamination control procedures
- Effective cleaning procedures/dedicated equipment
- Surgical surfaces smooth and impervious to moisture
- HVAC system meets Guide requirements (air pressure in operating room is positive relative to adjacent areas)
- Lighting outlets and other fixtures safe and appropriate
- Facility for washing, sterilizing, storing instruments and supplies
- Storage of autoclaved materials maintains sterility
- Postoperative Recovery: allows adequate observation, easily cleaned, supports physiologic functions, minimizes risk of animal injury
- Appropriate anesthetic gas scavenging

**Autoclave**
- Autoclave monitoring procedures are implemented and records complete
- Safety mechanisms in place, including appropriate signage and training