

STONEHILL
COLLEGE
Lab Inspection Checklist

General Considerations:

- Does the location minimize traffic and contamination?
- Is the location secure?
- Are the animal areas separate from personnel areas?
- Is there a separation by species and/or disease state, as appropriate?
- Are specialized areas provided, as appropriate: animal receiving, quarantine, isolation, necropsy, diet preparation, radiography?
- Are there procedures for collection, storage, and disposal of waste, hazardous waste and animal carcasses?

Physical Structure of the Facility:

- Are the interior surfaces smooth and impervious to moisture?
- Is the ceiling intact; are there missing tiles; evidence of leaking?
- Are the walls cracked or have holes; is there water damage; do they need paint?
- Are the countertops cracked or otherwise damaged?
- Is the floor damaged; is there water damage?
- Are the electrical outlets appropriate for the type of work; are they overloaded with equipment; are they appropriate for the type of research (especially important for aquaria type housing)?
- Are sinks clogged; are there excessive hard water deposits (source of fomites); is there excessive rust; are the sinks or faucets leaking?
- Is there adequate climate control (temperature, humidity), light, ventilation?
- Is there a vermin control plan in place (more important for outdoor housing)?
- Are the windows or doors damaged; can they be secured?
- Are corridors and ante rooms in good condition?

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Cleanliness, organization and maintenance:

- Are the countertops clean and clear of debris?
- Are all notes or other paper laminated or stored in plastic bags?
- Is the garbage can overfilled?
- In UAC rooms are the change tags present and have the cans been changed within the past month?
- Are supplies stored in an adequate, clean, organized manner?
- Is equipment clean and maintained; electrical cords out of the way?
- Can fixed equipment be sanitized?
- Is there a safe sharps disposal system?
- Is the laminar flow hood clear of unnecessary material; is the inspection date current?
- In UAC rooms is the filter change tag present and have the filters been changed on the appropriate schedule?
- Is the feed storage appropriate (stored in plastic bins, off the floor on pallets and at least 6 inches away from walls, in cold storage)?
- Is the mill date or expiration date listed for all feed?
- Is the diet 6 months old or less based on the milling date?
- Are expired diets marked as 'expired'?
- Additional feed storage issues for UAC animal rooms:
 - Are the change tags present on storage bins or containers and have the bins or containers been changes within the past month?
 - Is the m ill date tag present in cold storage—are PI special diets labeled with the PI's name and contact information?
 - Are refrigerators and freezers clean and/or defrosted; is the temperature within the safe parameters for animal feed storage?
 - Is additional bedding or cage material stored appropriately (under a cover)?
 - Is the floor clean; are floor drains clear of debris?
 - Are the air ducts clean and free of dust?

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- For rooms with visible exhaust filters is the filter media excessively dirty?
- Is the appropriate personal protective gear available?
- Is Clidox present and not expired in UAC rooms?
- For UAC locations, are all chemical storage containers labeled as to the contents?

Animal Health and Welfare:

- Do the animals appear to be in good health?
- Is there excessive noise in the facility where animals are housed?
- Are the shelves/counters where cages are placed appropriate?
- Is the caging/bedding/food/water appropriate (meets physiologic, behavioral, and social needs)?
- Are cages/housing clean and well maintained and sanitized?
- For outdoor housing, is there sufficient weather protection, ventilation and sanitation (waste removal, moisture build-up)?
- Do animals have adequate food/water?
- Are cages labeled appropriately? This would include PI, protocol number, strain, PI contact information, original source of the animal, appropriate dates concerning animal (e.g. date of birth, age, date of acquisition, date of weaning, etc.) at a minimum?
- Are all drugs present and should they be there, are they based on the protocol?
- Are controlled drugs stored (double locked storage) and logged appropriately; are there any expired controlled drugs in use?
- Is gas euthanasia performed; is the machine calibration up to date?
- Is the euthanasia method appropriate and congruent with the protocol; is the appropriate scavenging in place for CO₂ or other gas agent used (fume hood); is the guillotine certified?
- Are there any changes in the procedures that require a Protocol Amendment or a New Protocol?
- Is there a preventative medicine plan in place?

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- Where appropriate, do animals receive environmental enrichment and/or social grouping?

Survival Surgery Locations:

- Is there a dedicated area (physically separated or otherwise) for each component (surgical support, animal preparation, surgical scrub, operating room, post-operative recovery);
- is the surgery area not used for anything else during surgery?
- Is there a facility for washing, sterilizing and maintaining the sterility of stored instruments and supplies?
- Are autoclaving monitoring procedures implemented?
- Are cold sterilization procedures appropriate?
- Is there a place for personnel to change?
- Does the animal preparation area have a sink large enough to facilitate cleaning the animal and operative site?
- Is the surgical scrub outside the operating room;
- is there a non-hand-operated sink?
- Does the post-operative recovery area allow for adequate animal observation, is easily cleaned, supports physiologic functions and minimizes the risk of injury?
- Is the equipment maintained and certified (especially for gas anesthesia); is the space clean and organized?
- Are aseptic methods used for survival surgery, including the use of sterile gloves?
- For surgical procedures, is a list of anesthesia and post-operative analgesia records available and completed?
- For operating rooms, are there effective contamination control procedures in place?

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Documentation:

- Are the protocols and amendments available for inspection?
- Is the animal hazards program checklist available and current; is it completed two times per year?
- Is the standard IACUC emergency contact list complete and clearly posted?
- For satellite animal housing (>24 hours or non-UAC housing), are there SOPs posted for monitoring, food/water, cage changing?
- Are wildlife permits available?

(For IACUC only): Filling out the Facility Inspection Form

When filling out the form, please note the following:

1. Note all the rooms that were inspected, whether or not they were printed on the original form
2. Note any changes to rooms listed for inspection (i.e., no longer an animal use room)
3. Complete the checklist on the front page by giving each box a number between 1 and 5
 - a. If a rating of 1 for “satisfactory” or 5 for “not applicable” is given, then no further action is needed
 - b. If a rating of 2 for “needs improvement” or 3 for “unsatisfactory” is given, list the room number and the problem on the reverse side of the form
 - c. If the problem is corrected during the inspection, note this and the name of the individual who corrected the problem
 - d. Only use a rating of 4 for “not observed” if the category is inappropriate for the location(s) with a rating of 4 for the “Surgical Facilities” category.