

Checklist for Semiannual Inspection of Animal Use Laboratories

In compliance with federal regulations (OLAW/NIH and USDA), all laboratories will be inspected semiannually by the Texas Tech University Health Sciences Center's Institutional Animal Care and Use Committee (TTUHSC's IACUC).

1. GENERAL

- Safety Committee approvals posted in lab
- Whistleblower poster displayed in lab

2. PROTOCOL AND PERSONNEL

- Most recent Outcome Letter in protocol binder.
- Laboratory personnel are listed in the protocol.
- Current version of the approved IACUC APPLICATION FORM is available in the laboratory with KSP signatures.
- The PI or knowledgeable technician is present during inspection and has accurate knowledge of the protocol.

3. STUDY PROCEDURES

- Procedural areas are clean, etc.
- The laboratory has a dedicated work-space for animal procedures.
- Procedures used in the laboratory are included in the approved protocol.
- Records in the lab indicate #s of animals used, procedures performed, the outcome of procedures and any unexpected results when animals are manipulated in any manner.
- Records of injections and blood/fluid collections are dated and initialed.
- Drugs, fluids, sutures, etc., are within the expiration date and stored appropriately (including Schedule I-V drugs stored under double locks).
- Does PI have live animals outside of TTUHSC animal housing facilities for more than 12 hours? If so, has PI obtained IACUC permission?

4. ANESTHESIA

- The methods of anesthesia are approved in the current protocol.
- The anesthetized animals are monitored according to the protocol.
- Inhalant anesthetics are properly scavenged.
- Anesthesia dose, frequency & administration routes are recorded.

5. SURGERIES

- A record of each surgery is recorded in the PI's animal use records.
- Surgical procedures are performed in an approved area.
- The area where the surgery is conducted is clean and organized.
- Sterile gloves and instruments are utilized and stored appropriately.
- The animals are aseptically prepped.
- Cold sterilization procedures are appropriate (alcohol is not an appropriate cold sterilization agent).

6. POST-SURGICAL CARE

- The post-surgical care being performed is approved in the current protocol.
- The methods of analgesia used are approved in the current protocol.
- The analgesic dosages, frequency and routes of administration are recorded.
- The post-surgical care upon full recovery is recorded.
- The recovery area is appropriate for species.

7. EUTHANASIA

- The methods of euthanasia are approved in the current protocol.
- The euthanasia dose and route of administration are recorded.
- The storage of carcasses is appropriate.
- The final disposition of the animals is recorded.

Dates and times of the semiannual laboratory inspections will be announced prior to the inspection. It is important that the PI be present during the inspection. If the PI cannot be present, a knowledgeable researcher or technician working on the project must be present.