



BROWN

Animal Research Compliance (ARC)

Inspection and Site Visit Self-Assessment Checklist

This document provides a handy reference that you can use to ensure that your workspace meets regulatory guidelines. **You are expected to maintain these standards at ALL times, not just during inspections.** For questions, please contact IACUC@brown.edu.

Animal Use Protocol	
	A copy of the currently approved protocol is available to all lab personnel (paper or electronic).
	All personnel working with animals are listed on an approved protocol.
	All animal procedures that are currently being performed are listed on an approved protocol and are performed as described in the protocol.
	All compounds (e.g., test compounds, anesthetics, analgesics, etc.) used in animals are described in the currently approved protocol.
	All personnel working with animals are familiar with the procedures described in the protocol, and understand that only procedures listed in the protocol can be performed.
	Locations where animal procedures are performed are listed on the currently approved protocol.
Documentation of Training	
	All personnel are aware of training requirements and opportunities for animal users.
	Any training on procedures that is provided by lab personnel is documented and available to site
	All personnel are up to date on their on-line training in TrainCaster .
	All personnel performing euthanasia or survival surgery have been certified by the ACF and documentation of certification (email) is available to site visitors.
Occupational Health & Safety	
	All personnel are aware of the Animal Occupational Health & Safety Program and understand the health risks associated with their exposure to animals in a research or teaching setting.
	Animal handlers must complete the online Occupational Health and Wellness Survey annually and be
	Anesthetic gases are properly scavenged.
	Proper Personal Protective Equipment (PPE) must be worn when working with hazardous animals or
	NO food or drink in proximity to areas where animals are used or housed.
	Biosafety cabinets and fume hoods should be certified annually or if relocated/repaired.
Applicable IACUC Policies & Guidelines	
	All personnel are aware of and familiar with IACUC Policies & Guidelines that apply to the procedures they are performing.
Procedures and Procedure Space	
	Locations where animal procedures are performed are clean, free of clutter, and able to be sanitized.
	All drugs, suture, and dated medical supplies are within their expiration date.
	Controlled substances are stored/secured, labeled, and their use documented in writing in accordance with EH&S policy. Controlled substance use logs are complete, organized, and stored in a location where they can be made readily accessible to site visitors.

	Controlled drugs are reviewed to ensure they have not yet expired. Expired controlled drugs must be properly discarded by returning vials to the Animal Care Facility. Empty drug vials should be disposed.
	Surgical monitoring records and anesthetic records are complete and maintained in accordance with IACUC Policy . Records are organized and stored in a location where they can be made readily accessible to site visitors.
	Written records are maintained for all analgesia administration, at the dosage and frequency described in the currently approved protocol.
	Overall clutter is minimal to ensure procedure space is regularly and properly cleaned.
	Signage on any doors or entrances is clear, updated and in proper use.
	All refrigerators are clean and items properly sealed and labeled.
	Waste receptacles have proper fitting lids. There are no open waste baskets in areas where animal procedures are performed.
	Containers are properly labeled with what they contain, (i.e., 70% isopropyl alcohol) and include the expiration date from the primary container (if transferred to a smaller bottle).
	Required records for monitoring animal weights for food restricted or water restricted studies are organized, complete, and in a location where they can be made readily accessible to site visitors.
	Training foods are in sealed containers and labeled with contents. Check to ensure that foods are not expired and the date that they were opened is noted on container.
	Animal testing equipment is properly cleaned/disinfected: isolation chambers and restraint/holding apparatus, etc. Euthanasia chambers are properly cleaned between use.
	Surgical instruments, stereotaxes and other equipment used during surgery are properly cleaned.
	All surfaces that come in contact with animals are properly sealed -- no cracks/rust and made of or coated with a washable, non-porous surface.
Animal Housing Areas	
	Breeding colonies are maintained according to IACUC Policy , to ensure that cage housing density does not exceed recommendations (no overcrowded cages).
	All cage cards for all species have the most current IACUC protocol number on them.
	Any lab equipment kept in animal housing rooms (e.g., syringes, note paper, injection solutions, ear tagging, inhalant chambers, etc.) are clean, properly labeled to identify all substances, in date, and neatly organized. Containers used to organize these items should be readily cleanable, such as plastic containers with closable lids. The PI's name must be on container.