



Animal Research Compliance (ARC)

Inspection and Site Visit Self-Assessment Checklist

This document serves as a tool that you can use to ensure that your workspace meets regulatory guidelines prior to inspections. For questions, please contact [IACUC@brown.edu](mailto:IACUC@brown.edu).

<b>Animal Use Protocol</b>	
	A copy of the currently approved protocol is available to all lab personnel (paper or electronic).
	All personnel working with animals are listed on that 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.
<b>Documentation of Training</b>	
	All personnel are aware of <a href="#">training requirements and opportunities</a> for animal users.
	Any training on procedures that is provided by lab personnel is documented and available to site visitors and inspectors.
	All personnel are up to date on their on-line training in <a href="#">TrainCaster</a> .
	All personnel performing euthanasia or survival surgery have been adequately trained and are proficient in carrying out procedures.
<b>Occupational Health &amp; Safety</b>	
	All personnel are aware of the <a href="#">Animal Occupational Health &amp; Safety Program</a> 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 every 3 years
	Anesthetic gases are properly scavenged. Scavenging systems are weighed regularly and recorded at regular intervals. Scavenging waste is disposed as per EH&S.
	Proper Personal Protective Equipment (PPE) must be worn when working with hazards and animals.
	NO food or drink in proximity to areas where animals are used or housed and/or within the laboratory.
	Biosafety cabinets and fume hoods should be certified annually or if relocated/repared.
<b>Applicable IACUC Policies &amp; Guidelines</b>	
	All personnel are aware of and familiar with <a href="#">IACUC Directives, SOPs, and Policies</a> that apply to the procedures they are performing.
<b>Procedures and Procedure Space</b>	
	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 and are in alignment with the IACUC <a href="#">Directive 3.0 – Expired Drugs and Materials</a> .

	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.
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	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 <a href="#">IACUC Directives</a> on surgery for USDA and Non-USDA covered species. 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 are properly sealed and labeled. Be sure to label all refrigerators to indicate that contents are not for human consumption.
	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. Foods must be labeled as to indicate it is not for human consumption. 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. Equipment must be free of bedding, feces, and urine.
	Surgical instruments, stereotaxic devices 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. Cardboard should not be within the procedure space.
<b>Animal Housing Areas</b>	
	Breeding colonies are maintained according to <a href="#">IACUC Policy – Mouse Housing Density and Colony Management</a> , 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, PI and basic animal information (i.e. DOB, species, strain) clearly written 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. Cardboard should not be within the animal housing area.