

Inspection Checklist

- 3.0 Animal Use section (on the Animal Housing and Use protocol page) accurately reflects the spaces used for live animal use on each protocol
 - ASP amendment instructions can be found through <https://iacuc.northwestern.edu/guides/>
- The Guide for the Care and Use of Laboratory Animals* (a.k.a., The Guide) is available for laboratory members' reference on hard drive or paper copy
 - Free pdf version available to download at <https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>
- Space can be sanitized & is well- organized (includes 6ft radius of animal workspace)
 - Non-laminated cardboard & Styrofoam are not present
 - Fabric items are not present (chairs, curtains, etc.)
 - Paper postings are laminated or in a binder sleeve
 - Items stored off the floor
 - Intact walls, ceiling, & flooring is required
- Expired substances/items are clearly labeled "expired" & stored appropriately - refer to the IACUC policy 'Expired Medical Materials'
 - Expired materials must be stored in an appropriately labeled, physically separate location from non-expired materials until proper disposal
 - If an item/substance is not used on animals, it is recommended to label or store in an area labeled "Not for Animal Use"
- A laboratory emergency contact list is posted and up-to-date (typically located on lab entry door)
- Substances are labeled and stored appropriately - refer to the IACUC policy 'Preparation, Storage and Handling of Substances Administered to Animals'
- In-Lab Training documentation for lab members on active protocols is up-to-date
 - See 'Laboratory Personnel Training Record' for additional details; available on the IACUC website under 'Forms & Checklists'
- For CO₂ Use: CO₂ line has flow meter installed & all cylinders are secured
- For Isoflurane Units: Anesthesia System is certified & charcoal canister weight is recorded- refer to CCM's 'Guideline for Safe Use of Gas Anesthetics'
- For Hazardous work: Utilizing secondary container - refer to CCM SOP 'Containment Policy and Procedures for Investigators' & CCM SOP 'ABSL-2 Immunodeficient Rodent Facilities-Policies and Procedures for Investigators'
- For Survival Work: All personnel performing survival surgery on rodents are following the guidelines stated in IACUC's 'Guidelines for Rodent Survival Surgery'
- Minimum Personal Protective Equipment (PPE) is worn for all users in contact with live animals (lab coat/gown, gloves, & mask)
- The Reporting Concerns document is prominently displayed & up-to-date (last updated 7.2019) - refer to IACUC 'Reporting Concerns'
- Biological Safety Cabinets, Chemical fume hoods, and/or snorkels certification are up-to-date; refer to Research Safety for assistance
- Equipment, floors, walls, shelves, and ceiling are intact and clean
- The lab representative for the site visit is prepared to briefly describe procedures that are completed in the animal workspace
- PI-assigned drawers/cabinets within CCM's facility are clean & follow all applicable aspects above
- For Core Facilities or PI/Departments that manage use of the space for multiple users, refer to additional questions on the NU IACUC Inspection Checklist referred to below
- Reviewed recent past findings to avoid consecutive issues

Additional References

Any referenced policies, SOP's, & forms can be found via:

- IACUC related-<https://iacuc.northwestern.edu/>
- CCM related- <https://ccm.northwestern.edu/>
- Protocol entry guides- <https://iacuc.northwestern.edu/guides/>
- RS related- <https://researchsafety.northwestern.edu/>

NU's IACUC Inspection Checklist is a condensed version of the OLAW checklist that inspectors use for guidance; to review this checklist, please contact IACUCInspectionTeam@northwestern.edu

- Provides more details on the following:
 - 1) Core and Satellite facilities
 - 2) Survival, AAV, NHP, & biohazard work
 - 3) Avertin, MS-222, and Urethane work