

## Inspection Checklist

- ❑ **ANIMAL STUDY PROTOCOL:** Animal Use section 3.0 (on the Animal Housing and Use page of ASP) accurately reflects the spaces used for live animal use on each protocol
  - For eIACUC assistance, you may submit a request form via <https://app.smartsheet.com/b/form/e903ec3ad5a5478d92723a392fe96543>
- ❑ **CONTACT INFO:** A laboratory emergency contact list is posted and up to date (typically located on lab entry door or near lab animal space; Can create manually or via Lumen)
- ❑ **REPORTING CONCERNS:** Current version of the Reporting Concerns document is prominently displayed near lab animal space-available on the IACUC website under Reporting Concerns
- ❑ **The Guide:** *The Guide for the Care and Use of Laboratory Animals* is available for laboratory members' reference on shared 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>
- ❑ **TRAINING:** Confirm In-Lab Training records have been generated for all lab staff on active protocols
  - a. Every lab member listed on an active protocol must maintain this record (digital storage & signatures are acceptable & encouraged- Excel template with example is available on the IACUC website/Resources/Forms&Checklists
- ❑ **SPACE UPKEEP:** Space is set up to be effectively sanitized (includes 6ft radius of animal workspace & entire room for satellites)
  - No clutter- well-organized; items can be easily relocated for deep cleaning
  - No non-laminated cardboard & Styrofoam is present
  - No fabric items are present (chairs, curtains, etc.)- fabric curtains are acceptable for laser protection purposes
  - Paper postings are laminated or in a binder sleeve
  - Items are stored up off the floor
  - Walls, ceiling, & flooring are intact- don't forget to look up!
- ❑ **SUBSTANCES:** Substances are labeled and stored appropriately- refer to the IACUC policy 'Preparation, Storage and Handling of Substances Administered to Animals' (available on the IACUC website/Resources/Policies)
- ❑ **EXPIRED SUBSTANCES:** Expired substances/items are clearly labeled "expired" & stored appropriately
  - Expired materials must be stored in an appropriately labeled, physically separate location from non-expired materials
  - Review the IACUC policy 'Expired Medical Materials' to review when use of an expired item is acceptable-available on the IACUC website/Resources/Policies
- ❑ **LAB REPRESENTATIVE:** The lab representative for the inspection is prepared to briefly describe procedures that are completed in the animal workspace and within CCM Facility
- ❑ **PPE:** Minimum Personal Protective Equipment (PPE) is worn for all users in contact with live animals (e.g. for rodents: lab coat/disposable gown, gloves, & facemask)
- ❑ **HOODS:** Biological safety cabinets, chemical fume hoods, and/or snorkels are certified annually- refer to Research Safety (RS) for assistance
- ❑ **CO<sub>2</sub> STATION:** CO<sub>2</sub> line has flow meter installed, all cylinders are secured with appropriate chain, CCM's guideline 'CO<sub>2</sub> Euthanasia Chamber Set up & Delivery Instructions' is posted near the CO<sub>2</sub> chamber (available on CCM's website)
- ❑ **DECAPITATION:** instrument, including guillotines & scissors, must be kept sharp and rust free
- ❑ **ISOFLURANE:** Vaporizer is certified annually (not required for low flow systems), charcoal canister weight is recorded regularly, stereotaxic set-ups have active WAG scavenge- refer to CCM guideline 'Safe Use of Gas Anesthetics'-available on the CCM website
  - **ISOFLURANE OPEN DROP METHOD** requirements are also listed in this guideline
- ❑ **HAZARDOUS:** Have a secondary container that is used when transferring hazardous animals or substances -

refer to CCM 'Handling of Tamoxifen and its Metabolites', CCM 'Handling of BrdU', CCM 'Containment Policy and Procedures for Investigators', CCM SOP 'ABSL-2 Immunodeficient Rodent Facilities – Policies and Procedures for Investigators', IACUC 'CCM Containment Facility Policy', and/or the Hazardous Substances section of the ASP.

- **ABSL2:** Post Research Safety's ABSL2 signage when infectious materials are present-available on Research Safety's website
- **SURVIVAL SURGERY:** All personnel performing survival surgery on rodents are following the guidelines stated in IACUC's 'Guidelines for Rodent Survival Surgery' (available on the IACUC website/Resources/Policies- Use link below)
  - **AUTOClave:** Use a sterilization indicator strip in every pack, label pack w/ sterilization date & initials, know the maintenance process for the autoclave & ensure maintenance is documented-Refer to IACUC's 'Guidelines for Sterilization for Surgical Supplies'
- **CCM FACILITY:** PI-assigned drawers/cabinets/controlled substance lockers within CCM's facility are checked and cleaned regularly, be prepared to describe what procedures are completed within CCM facility
- **HISTORICAL:** Review recent past findings from inspections to avoid consecutive issues
- **FYI:** Inspectors use a more detailed NU's IACUC Inspection Checklist for guidance; to request this more detailed checklist, please contact [IACUCInspectionTeam@northwestern.edu](mailto:IACUCInspectionTeam@northwestern.edu)
  - Provides more details about the following:
    - 1) Satellite facilities
    - 2) Non-survival procedures
    - 3) Survival procedures
    - 4) Tamoxifen, BrdU, ErdU
    - 5) Decapitation
    - 6) Isoflurane open drop method
    - 7) AAV & biohazardous work
    - 8) Avertin, MS-222, and urethane
    - 9) Culled pre-adults
    - 10) Sanitization of lab equipment that comes in direct contact with live animals
- **REFERENCES:** Any referenced policies, SOP's, & forms can be found via:
  - IACUC related-<https://iacuc.northwestern.edu/>
  - CCM related- <https://ccm.northwestern.edu/>
  - RS related- <https://researchsafety.northwestern.edu/>