

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
 - Protocol entry guidance is available instructions on the IACUC website at <https://iacuc.northwestern.edu/guides/> ; for eIACUC assistance, you may submit a request form via <https://app.smartsheet.com/b/form/e903ec3ad5a5478d92723a392fe96543>
- *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>
- 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 acceptable & encouraged- excel template available on the IACUC website (available on the IACUC website/Resources/ Forms&Checklists- Use link below)
- Space can be effectively 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 are stored off the floor
 - Walls, ceiling, & flooring are intact
- 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- Use link below)
- 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)
- 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- Use link below)
- For CO₂ Use: CO₂ line has flow meter installed & all cylinders of any kind are secured with appropriate chain
- For Isoflurane Units: Anesthesia System is certified & charcoal canister weight is recorded- refer to CCM's guideline 'Safe Use of Gas Anesthetics' (available on the CCM website - Use link below)
- For Hazardous work: Utilizing secondary container when needed - refer to CCM SOP 'Containment Policy and Procedures for Investigators' & CCM SOP 'ABSL-2 Immunodeficient Rodent Facilities-Policies and Procedures for Investigators' (available on the CCM website - Use link below)
- For Survival Work: 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)
- Minimum Personal Protective Equipment (PPE) is worn for all users in contact with live animals (e.g. for rodents: lab coat/gown, gloves, & mask)
- The Reporting Concerns document is prominently displayed & up-to-date- (available on the IACUC website under Reporting Concerns)
- Biological Safety Cabinets, Chemical fume hoods, and/or snorkels certification are up-to-date; refer to Research Safety (RS) for assistance (RS website below)
- The lab representative for the site visit is prepared to briefly describe procedures that are completed in the animal workspace and CCM Facility
- PI-assigned drawers/cabinets/Controlled Substance Lockers within CCM's facility are clean & follow all applicable aspects above
- 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/>

-Inspectors use a more detailed NU's IACUC Inspection Checklist for guidance; to review this more detailed checklist, please contact IACUCInspectionTeam@northwestern.edu

- Provides more details on the following:
 - 1) Specific areas to cover for
 - Satellite facilities
 - Non-Survival work
 - Survival work
 - Avertin work
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 - 2) Survival, AAV, NHP, & biohazard work
 - 3) Avertin, MS-222, and Urethane work