

Procedure: IACUC-04
Date: November 14, 2024
Enabled by: PHS/AWA
Supersedes: August 10, 2023

**UC Davis
Institutional Animal Care and Use Committee (IACUC)**

Title: *IACUC Laboratory/Study Area Inspection Program*

I. Purpose:

The purpose of the IACUC Laboratory/Study Area Inspection Program is to ensure that research conducted in laboratories and study areas that are outside a dedicated vivarium is consistent with the Principal Investigator's (PI's) animal care and use protocol and conducted according to Public Health Service (PHS), United States Department of Agriculture (USDA), the Guide for Care and Use of Laboratory Animals, and UC Davis policies.

II. Definitions:

- A. Significant deficiency:** A deficiency that is/was or may be a threat to animal health or safety.
- B. Minor deficiency:** A deficiency for which an immediate solution is not essential to protect life or prevent distress to an animal. Repeat minor deficiencies may be elevated to significant deficiencies at the discretion of the IACUC.
- C. Study area:** "Any building room, area, enclosure, or other containment outside of a core facility or centrally designated or managed areas in which animals are housed for less than 12 hours." per the Animal Welfare Regulations and for purposes of this policy, applicable to areas that include both USDA and non-USDA covered species.

III. Policy:

All laboratory/study areas where live, vertebrate animals are used for research or teaching must be inspected regularly. The type of research being conducted and species used will determine the frequency of the inspections, as described below.

If laboratory personnel maintain a USDA covered species longer than 12 hours, the area must be visited semi-annually by at least two voting members of the IACUC.

If a laboratory is used to conduct surgery or holds a non-USDA covered species for longer than 12 hours the laboratory will be visited semi-annually by at least one member of the IACUC Staff and/or a member of the IACUC.

If the laboratory does not fall under one of the above categories, but live, vertebrate animals are brought to the laboratory, a member of IACUC Staff and/or a member of the IACUC will perform a periodic inspection (e.g., annual, biennial) based on the procedures performed and the compliance history of previous inspections.

IV. Procedure:

The PI or designated laboratory contact will typically be notified by the IACUC Office regarding any upcoming inspections. Lab inspections may also be conducted unannounced at the discretion of the IACUC. For shared laboratory spaces (space used by more than one PI) IACUC staff will attempt to contact all investigators for announced inspections, however this is not guaranteed. The laboratory PI and staff will be provided with a preparatory checklist in advance of the inspection. The IACUC Office will attempt to coordinate with the designated contact person to schedule a date/time for the inspection. If a response is not received in a timely manner the inspection may be conducted unannounced. The inspection will be conducted using the Laboratory Inspection Checklist, an example of which is included below. If the study area is approved for housing over 12 hours refer to Policy 19 "[Laboratory Housing for Research Animals](#)".

After the inspection, the PI and designated contact for the laboratory will receive notification and access to the final written report via the IACUC online system. If there are questions or concerns about the report, the laboratory will be informed that they can contact the IACUC Office. The report will be placed on the IACUC agenda for review.

The IACUC may choose to elevate a deficiency from minor to significant or downgrade a deficiency from significant to minor after discussion in a convened IACUC meeting. The IACUC may also request further information from the laboratory PI, additional visits, and/or training for laboratory personnel.

Minor and significant deficiencies will be noted, correction plans discussed with the PI or designee, and a corrective time frame documented. Deficiencies must be corrected within the determined timeframe. If the significant deficiency is not corrected within the designated timeframe, the PI's IACUC protocol(s) may be suspended by the IACUC. Multiple and/or repeat deficiencies may also lead to the suspension of the PI's IACUC protocol(s). AAALAC, OLAW (PHS funded activities), and USDA (covered species) must be notified of all suspensions.

The IACUC will review all inspection reports and take the necessary actions. The Institutional Official and PIs Department Chair will be notified of all suspensions and may be notified of significant deficiencies.

V. Resources:

1. Animal Welfare Act and Regulations
<https://www.nal.usda.gov/awic/animal-welfare-act>
2. ILAR, Guide for the Care and Use of Laboratory Animals
<http://nap.edu/12910>
3. PHS Policy
<https://olaw.nih.gov/policies-laws/phs-policy.htm>
4. "Laboratory Inspection Preparation Checklist"
<https://research.ucdavis.edu/wp-content/uploads/LabInspectionPreparationChecklist.pdf>
5. "Survival Surgery Checklist"
<https://research.ucdavis.edu/wp-content/uploads/survival-surgery-checklist.pdf>
6. IACUC Policy 19 "Laboratory Housing for Research Animals".
<https://research.ucdavis.edu/wp-content/uploads/IACUC-19.pdf>

Animal Study Areas Inspection Checklist

(Procedure Areas: Minor and Non-Survival Surgeries, Laboratories and Rodent Surgeries)

Date:	Time:	Shared Room:	Annual:	Semi-Annual:				
Building/room:		Species:		Lab Housing:				
Breeding*:	Terminal Surgery**:	Survival Surgery**:	Multiple Survival Surgery**:					
P.I.:		Department:						
Designated Contact:		Phone:	Cell:					
Protocols to Review:								
A. PROGRAMMATIC ***				A	M	S	n/a	Fol/up
1. Protocol/Amendments available (<i>hard copy – online system</i>) PPM 290-30								
❖ Protocol status sheet (<i>current expiration date, amendments attached</i>)								
❖ Protocol staff roster (<i>members added prior to working with animals? Updated?</i>)								
2. Training records (<i>ACU 101, individual training record, reporting</i>)								
3. Occupational Health (<i>Preventative Med-risk assessment</i>)								
4. Occupational Health (Physical) – <i>PPE, minimum gloves & lab coats</i> PPM 290-25								
5. Lab housing (<i>SOPs, daily logs for temp, feeding, feed storage-exp date, cage changing</i>)								
6. ATS – Breeding protocols (<i>updated quarterly</i>)								
7. Fish and Wildlife Permit (<i>must be posted in labs if applicable</i>)								
8. Vaporizer Maintenance (<i>annual check</i>)								
9. Scavenging of anesthetic gases (<i>canister weight and date, fume hood, vacuum</i>)								
10. Gas cylinders immobilized (<i>double chain</i>)								
B. GENERAL CONCERNS - 2011 ILAR Guide reference pages								
11. Transportation of animals (<i>filter top cage, temp control vehicle, ID, covered</i>) 107-109								
12. Animal Identification (<i>minimum of PI name, protocol #</i>) 75								
13. Security (<i>lab doors, windows shut</i>) 151								
14. Animal housing, food and water provisions 63-71								
15. Sanitation of procedure area (<i>chemicals expiration date, QA/Rodac testing</i>) 72-73								
16. Euthanasia (<i>methods appropriate, certification for CD</i>) 2013 AVMA Panel/Guide 123								
17. Carcass and waste disposal (<i>water proof bags, segregate hazardous waste</i>) 73-74								
18. Sharps disposal (<i>no recapping</i>) UCD Safety Net #3, 62								
19. Drugs (<i>expiration dates/Pharmaceutical grade</i>) 31								
20. Mini-posters (<i>how to contact clinical veterinarian, animal concerns, allergens</i>) 105-114								
C. SURVIVAL SURGERY (rodents or minor procedures only)								
2011 ILAR Guide pg. 115-120 [if yes, complete]								
22. Rodent survival surgery (<i>space clean and uncluttered</i>)								
23. Aseptic procedures (<i>taken rodent survival surgery course?</i>)								
24. Autoclave testing/monitoring procedures (<i>autoclave tape or pouches</i>)								
25. Storage of autoclaved materials (<i>date</i>)								
26. Cold sterilization procedures (<i>contact time, sterilant not disinfectant</i>)								
27. Anesthetic monitoring (<i>twitch response, respiratory rate, heart rate?</i>)								
28. Analgesics used according to protocol (<i>dose, route, frequency</i>)								
29. Surgical Records (<i>pre, peri, and post-operative with daily logs</i>)								
* Routine procedure - any non-surgical procedure (e.g. injections, stomach tubing, where animals are taken to the lab, etc.)								
** Surgery - any minor, non-survival surgery or rodent surgery								
*** A=acceptable; M=minor; S=significant deficiency (is or may be a threat to animal health or safety); fol/up=follow-up								