

# Washington State University

## Institutional Animal Care and Use Committee

### Preparing Your Lab or Facility for an IACUC Site Inspection

IACUC is required to inspect all animal housing areas (where animals are housed for more than 12 hours) and surgical areas at least once every six-months.

Basic preparations start with the facility manger or PI:

- informing all staff members of the pending inspection date,
- making sure facilities are clean and in good condition,
- arranging to be present personally or designating a well-informed colleague to be present
- be prepared to answer standard questions from the IACUC inspection team.
- have up to date paper work

Animal care givers and lab personnel should know where currently approved protocol copies are kept in a notebook binder or electronically, and know exactly what animal procedures are included in the protocol.

IACUC inspection site visit teams will use a standard inspection form, and PIs and their staff members should be familiar with all the check-off items on those forms.

Here's what a site-inspection teams looks for:

#### 1. Site criteria –

- animal areas are generally kept separate from personnel areas
- no food or drinks in the lab
- animals separated by species and any disease status
- animal surgical tables, instruments – should be neat, clean, and meet IACUC requirements and those of the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC)

#### 2. Facility structure –

- doors, windows, walls, floor, ceiling to be in sound condition and clean
- floor with adequate drainage
- room with adequate heating, ventilation and air conditioning, power, and lighting
- animal housing must be clean, with properly labeled cage cards showing medical records and protocol designation
- food and water to be clean and accessible to animals

#### 3. Lab safety –

- PI/ managers ensures that safety equipment, procedures and plans are secured and visible: e.g., eye wash stations, needle safety/sharps disposal, gas cylinders secured, fire extinguisher, first aid kits, and proper disposal of hazardous materials

#### **4. Rooms/caging –**

- adequate/proper temperature, humidity, ventilation, illumination, noise control
- ensure that caging is correctly labeled, with any biohazardous materials, radioactive reagents, or carcinogens
- animal handling and room conditions are the responsibility of animal-housing personnel

#### **5. Environmental enrichment for animals –**

- social grouping
- activity items
- food treats when applicable

#### **6. Food –**

- appropriate feeding schedule
- procedures
- lack of contamination
- quality control
- nutritionally adequate
- properly stored and dated
- if outdated food is present, managers/PI's should explain why it can be used

#### **7. Water –**

- ad libitum unless justified in the protocol and approved by IACUC
- cleanliness after water consumption, especially in small cages

#### **8. Bedding –**

- proper frequency of bedding change
- storage
- cleanliness

#### **9. Sanitation –**

- adequate cage cleaning
- disinfection
- Monitoring cages

#### **10. Waste disposal –**

- proper schedule
- procedure
- removal and disposal of hazardous waste, tissues and carcasses.

#### **11. Pest control –**

- regularly scheduled

- documentation of the same

## 12. Emergency contact information, including backup personnel, access to veterinary care –

- posted within the lab and noticeable to site visit team.

## 13. Storage –

- proper storage of food, bedding, supplies, drugs, biologics, hazardous materials.
- drugs, reagents should be current, properly secured
- controlled substances should be stored under lock and key
- labs/ facilities using controlled substances should maintain a log book that's accessible for inspection
- Outdated or expired drugs should be discarded through Office of the Campus Vet

## 14. Personnel –

- clean lab wear
- personnel protective equipment to be used for certain procedures should be in good working order

## 15. Specialized spaces –

- animal receiving area
- animal quarantine or holding area
- animal isolation area
- diet preparation
- surgical area
- hood

If you have any questions call the IACUC Coordinator at 335-7951 or email: [iacuc@wsu.edu](mailto:iacuc@wsu.edu).

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