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| **Post-Approval Review Check Sheet** |
| Date: | PI: |
| PAR Liaison: | Contact: |
| Lab/Procedure Locations Visited: | ASAF: |
| Personnel Present: | Species: |

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| --- | --- | --- | --- | --- | --- |
|  | **Acceptable** | **Minor Deficiency** | **Significant Deficiency** | **NA** | **Comments/Plan of Action** |
|  **Protocol and Study Procedures**  |  |  |  |  |  |
| 1. Copy of current protocol accessible to PI & study personnel? Are lab members knowledgeable of approved procedures? |  |  |  |  |
| 2. Personnel handling animals listed on the protocol? Expecting any new personnel or visiting researchers? |  |   |  |  |
| 3. Are there future plans that may require changes to the protocol? Are there procedures or surgeries occurring that are not approved on the ASAF? |  |  |  |  |
|  **Personnel Training**  |  |  |  |  |  |
| 1. Are personnel on the protocol sufficiently trained in their roles? |  |  |  |  |
| 2. Have all personnel and PI completed the PAC and OHT-A? SAHLT, AST-O and AST-H, if applicable? |  |  |  |  |
| 3. Is “on the job training” for specific procedures documented? |  |  |  |  |
|  4. If an adverse or unexpected event occurred, do all personnel know who to report it to? |  |  |  |  |  |
| 5. Are personnel knowledgeable and trained in prolonged restraint according to the ASAF? |  |  |  |  |  |
|  **Housing/Laboratory/Procedure Space**  |  |  |  |  |  |
|  1. Mechanism in place to ensure all drugs/fluids/ materials are not expired and labeled correctly? |  |   |  |  |
|  2. Are animal housing and surgery locations approved on the protocol? |  |  |  |  |
|  3. Is the space appropriate for non-surgical procedures, including euthanasia? |  |  |  |  |
|  4. Does the animal use area meet requirements, including cleanliness and being uncluttered? |  |  |  |  |
|  5. Is surgery conducted in a dedicated space that is maintained to minimize contamination from other activities? |  |  |  |  |
|  6. Is there an appropriate post-anesthesia recovery area? |  |  |  |  |
|  **Animal Monitoring**  |  |  |  |  |  |
| 1. Are animals weaned and separated at appropriate times? |  |  |  |  |
| 2. Are anesthetized animals being monitored according to the approved protocol (from induction through recovery)? |  |  |  |  |
| 3. Are procedures that require additional animal monitoring (*e.g.,* tumor growth, IP injections, induction of disease) being done according to the approved protocol and documented? |  |  |  |  |
| 4. Who do you report sick animals to? Where are the medical records being kept? |  |  |  |  |  |
|  **Controlled Substances and Pharmaceutical Grade**  |  |  |  |  |  |
| 1. Are all drugs listed as pharmaceutical, including sterile saline? If not, are they justified?
 |  |  |  |  |
| 2. Are the controlled substances use logged and documented correctly? |  |  |  |  |
| 3. Are controlled substances stored & disposed of according to DEA requirements? |  |  |  |  |
|  **Anesthesia and Analgesia**  |  |  |  |  |  |
| 1. Are methods of anesthesia consistent with the approved protocol? |  |  |  |  |
| 2. Are inhalant anesthetics being scavenged? |  |  |  |  |
| 3. Are anesthetic machines serviced/calibrated per manufacturer recommendations? |  |  |  |  |
| 4. Is analgesia consistent with the protocol (*i.e.,* dose, frequency and duration)? |  |  |  |  |
|  **Surgery**  |  |  |  |  |  |
| 1. Is survival surgery performed using sterile instruments (*e.g.,* autoclaved) and are they sterilized between surgeries (*e.g.,* glass bead sterilized)? |  |  |  |  |
| 2. Do personnel wear appropriate surgical attire? |  |  |  |  |
| 3. Are the pre-surgical, surgical, and post-surgical procedures consistent with the approved protocol? |  |  |  |  |
| 4. Is a heat source being used to keep the animal warm during surgery, if necessary? |  |  |  |  |
| 5. Are surgical and post-surgical records complete and up-to-date? |  |  |  |  |
|  **Euthanasia**  |  |  |  |  |  |
| 1. Are all necessary euthanasia methods approved on the protocol, including secondary method to ensure death following approved gas methods? |  |  |  |  |
|  2. Are endpoints adequately described, followed, and documented according to protocol? |  |  |  |  |
| 3. Is unexpected death/euthanasia being reported? |  |  |  |  |
| 4. Are personnel performing physical methods of euthanasia trained properly and by whom? |  |  |  |  |
| 5. Is the guillotine use and maintenance being documented? |  |  |  |  |
|  **Personnel and Occupational Health**  |  |  |  |  |  |
| 1. Are appropriate personal protective equipment (PPEs) available, if necessary? |  |  |  |  |   |
| 2. Are certifications on all biosafety and fume hoods current? |  |  |  |  |
| 3. Are other biological agents listed on BAF used in approved locations? SOP available? |  |  |  |  |
| 4. Are biohazard signs posted, if applicable? |  |  |  |  |
| 5. Are instructions for handling accidents/injuries and procedures for accident/hazard reporting (*e.g*., chemical spill) posted? |  |  |  |  |
| 6. Are food/drinks/cosmetics not present in the laboratory? |  |  |  |  |
| 7. Is there an appropriate sharps disposal? |  |  |  |  |
| 8. Are compressed gas cylinders properly secured? |  |  |  |  |
|  9. Is the eyewash(s) being flushed weekly and documented? |  |  |  |  |
| **Acquisition and Disposition/Animal Use Tracking** |  |  |  |  |  |
| 1**.** Are acquisition and disposition in accordance with the approved ASAF and WSU Policy? |  |  |  |  |  |
| 2. Are animal use numbers being reported by a facility manager or reported to the Animal Welfare Program Office? |  |  |  |  |  |
| **Transportation** |  |  |  |  |  |
|  |
| 1. Is transportation in accordance with the approved ASAF and WSU Policy? |  |  |  |  |
| **Field Studies** |  |  |  |  |  |
| 1.Have collection/trapping permits been obtained? Are they current? |  |  |  |  |
|  **Comments:** |