# Post-Approval Review (PAR) – Animal Care and Use Pre – Review Checklist

This tool is used for Post-Approval Review assessments, and can be used by Principal Investigators or personnel when reviewing their own research studies for compliance. We encourage self - assessments in preparation for PAR visits. Contact the Post-Approval Reviewer for assistance: kerri.kuykendall@wsu.edu or (509) 335-8043

# Principal Investigator: Protocol Title: \_ Protocol Number:

**Protocol and Personnel Training:** [Policy #20](https://iacuc.wsu.edu/documents/2016/06/policy_20.pdf/)

* It is the responsibility of the principal investigator to ensure that all personnel, research technicians, animal technicians and other personnel involved in animal care, treatment, and use are qualified to perform their duties.

# All individuals involved in research, teaching, training, and production using live vertebrate animals must undergo training. Appropriate standard training by qualified personnel is mandated by federal regulations.

#  IACUC requires the following for approval of all personnel to an ASAF. This can also be found on the [IACUC Training webpage](https://iacuc.wsu.edu/training/).

* PAR personnel will request to review hands on training records occurring within the lab.
1. Do all personnel know how to access a current copy of the protocol? Are they knowable of the approved procedures? For instructions on how to find an approved protocol can be found [here](https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2fDocuments%2fIACUC%2fApproved_ASAF_Instructions.pdf).

YES NO N/A N/R

1. Do all personal have a hands-on training record for any training with live animals occurring in the lab?

YES NO N/A N/R

1. If an adverse event or unexpected event occurred, do all personnel know who to report it too?

YES NO N/A N/R

# Housing/Laboratory/Procedure Space: [Policy #11](https://iacuc.wsu.edu/documents/2018/07/policy-11.pdf/) and [Policy #6](https://iacuc.wsu.edu/documents/2016/06/policy_6.pdf/)

* All animal housing locations must be approved by the IACUC prior to acquiring animals.
* Expired anesthetics, analgesics, tranquilizers, euthanasia solutions, emergency drugs, and antimicrobials and other drugs **cannot** be used in live animals under any circumstances.
* PAR personnel will walk through housing, lab and procedure spaces if rooms are available.
* Expiration dates will be checked for any items used in or on an animal if applicable.
1. Are all drugs, chemicals and materials used in or on live animals within the expiration date and labeled correctly. Is there a mechanism in place to check these items?

YES NO N/A N/R

1. Does the animal use area meet requirements, including clean and uncluttered?

 YES NO N/A N/R

1. Is surgery conducted in a dedicated space that is maintained to minimize contamination from other activities? Is there an appropriate post – anesthesia recovery area?

 YES NO N/A N/R

# Animal Monitoring: [Policy #1](https://iacuc.wsu.edu/documents/2016/06/policy_1.pdf/) and  [Policy #4](https://iacuc.wsu.edu/documents/2016/06/policy_4.pdf/)

* Animal Monitoring for example covers but not limited to, weaning at appropriate times, anesthesia monitoring in accordance to the approved ASAF, tumor monitoring and documentation, injection site monitoring and documentation, induction of disease monitoring and documentation and the reporting and monitoring of sick animals.
* PAR personnel will request to review documentation if applicable.
1. Do any of these items apply to your research?

YES NO N/A N/R

**Controlled Substances and Pharmaceutical Grade:** [Policy #29](https://iacuc.wsu.edu/documents/2016/06/policy_29.pdf/)

* **Pharmaceutical grade compound:** Drug, biologic, reagent, etc. which is approved by the FDA or for which a chemical purity standard has been written/established by USP/NF, BP.
* PAR personnel will request to review drug logs and check expiration dates.

#  Are all drugs listed as pharmaceutical, including sterile saline? If not, are they justified? Please see the definition of pharmaceutical grade above.

YES NO N/A N/R

#  Anesthesia: [*Guide* pg. 115 – 120](https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf)

1. Are methods of anesthesia consistent with the approved protocol?

YES NO N/A N/R

#  Analgesia: [*Guide* pg. 115 - 120](https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf)

1. Is analgesia provided in your protocol? Is it documented including dosage, route, and frequency of administration?

YES NO N/A N/R

#  Surgery: [*Guide* pg. 115 - 120](https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf)

* PAR personnel will request to review surgery and post- surgical records if applicable.
1. Are surgical and post-surgical records complete and up-to-date? Do they include all the required information in [Policy #6](https://iacuc.wsu.edu/documents/2016/06/policy_6.pdf/)?

YES NO N/A N/R

#  Euthanasia: [Policy #28](file:///C%3A%5CUsers%5CCarmen.Haines%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CRHMHMF0Z%5CPolicy), [Policy #8](https://iacuc.wsu.edu/documents/2017/12/policy-8.pdf/), [*Guide* pg. 123](https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf) and [2013 AVMA Guidelines](https://www.avma.org/KB/Policies/Documents/euthanasia.pdf)

# Are personnel performing physical method of euthanasia trained properly and by whom?

YES NO N/A N/R

1. Are endpoints adequately described, followed, and documented according to protocol?

YES NO N/A N/R

 **Personnel and Occupational Health:**

1. Is the eyewash(s) being flushed weekly and documented per [WAC 296-800-15035](http://apps.leg.wa.gov/WAC/default.aspx?cite=296-800-15035)?

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 YES NO N/A N/R

1. Is personal protective equipment (PPE) being used when required?

YES NO N/A N/R

 **Acquisition and Disposition:** [Policy #5](https://iacuc.wsu.edu/documents/2016/09/5_acquisition-and-disposition-policy-final.pdf/)

1. Is animal acquisition and disposition in accordance with the approved ASAF and WSU Policy?

YES NO N/A N/R

 **Transportation:**

1. Is transportation of animals in accordance with the approved ASAF and [Policy #33](https://iacuc.wsu.edu/documents/2016/06/policy_33.pdf/)?

YES NO N/A N/R

 **Field Studies:**

1. If conducting field work have all collection/trapping permits been obtained and are current?

YES NO N/A N/R

**Animal Use Tracking:** [Guidelines for Counting Animals](https://iacuc.wsu.edu/documents/2016/06/guidelines_counting_animals.pdf/). For instructions on how to find your animal number report in the new system please visit [this link](https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2fDocuments%2fIACUC%2fHow_to_Find_Animal_Number_Reports_Instructions.pdf).

1. Are animal use numbers being reported by a facility manager or reported to the Animal Welfare Program Office?

YES NO N/A N/R

**Notes:**