

2016 UCSD IACUC CHECKLIST FOR LABORATORIES USING RESEARCH ANIMALS

Submit one copy to IACUC at iacuc@ucsd.edu or to MC0071
or give to your assigned Animal Welfare Specialist.
File one copy in your lab with your Animal Protocols and Training Records.
Inspectors will ask to see this completed form.

Principal Investigator: _____

Name of person completing form: _____

Person's telephone #: _____ Date completed: _____

GENERAL:

YES	NO	All animal handling personnel are listed on an approved protocol and an online Personnel Qualifications (PQ) form is on file for each person. [PPM 100.6]
YES	NO	All personnel have completed Orientation and have taken the appropriate training classes (surgery, breeding colony). Training records are kept up to date in the lab and available to inspectors. [Policy 2]
YES	NO	All animal procedures are listed on an approved protocol.
YES	NO	All personnel know how to access the approved protocol.
YES	NO	All animal personnel are aware of the procedures listed on the approved protocol and understand that those are the only procedures that can be conducted.
YES	NO	Any laboratory room(s) where animals are taken to, housed, used for any procedures, or euthanized, are listed in the protocol. [Policy 33] <i>If animals are not transported outside of the vivarium check here</i>
YES	NO	All personnel have been thoroughly trained in each procedure by qualified personnel. [Policy 2]
YES	NO	The lab adheres to all applicable UCSD IACUC policies, and all federal animal welfare regulations. [PPM 100.6]
YES	NO	All drugs, suture, and dated medical supplies are within their expiration date.
YES	NO	Accurate records of the use of DEA controlled substances (drugs) are maintained. <i>If you do not use controlled substances check here</i>
YES	NO	Controlled drugs are locked in a Controlled Substances program-approved location. <i>If you do not use controlled substances check here</i>
YES	NO	All expired controlled drugs are properly discarded. <i>If you do not use controlled substances check here</i>
YES	NO	All non-pharmaceutical grade compounds administered to animals (such as drugs ordered from Sigma) are described on the protocol and approved by the IACUC. [Policy 31] <i>If you do not use any non-pharmaceutical grade compounds check here</i>

YES	NO	If MS-222/Tricaine/Finquel is used by this lab, all personnel are knowledgeable about proper preparation and safe handling. [Guidelines for the use of Tricaine/MS-222] <i>If you do not use MS-222 check here</i>
YES	NO	If Tribromoethanol (Avertin) is used by this lab, all personnel are knowledgeable about proper preparation and safe handling. [Guidelines for the use of Avertin] <i>If you do not use Avertin check here</i>
YES	NO	If Urethane is used by this lab, all personnel are knowledgeable about proper preparation and safe handling. [Guidelines for the use of Urethane] <i>If you do not use Urethane check here</i>
YES	NO	All gas and chemical euthanasia methods in rodents are followed by a secondary physical method (cervical dislocation, bilateral thoracotomy, perfusion, vital organ removal, decapitation) as described in protocol. [Policy 13] <i>If you do not use rodents check here</i>
YES	NO	Rodents are prevented from coming in direct contact with inhalation anesthetic liquid (e.g. Isoflurane). [Policy 34] <i>If Isoflurane is not used check here</i>
YES	NO	Carbon dioxide for euthanasia is obtained only from compressed gas cylinders, never from dry ice. [Policy 13] <i>If CO2 is not used as a method of euthanasia check here</i>
YES	NO	If carbon dioxide (CO2) is used as a method of euthanasia, an ACP-approved apparatus is used which has a 10-30% displacement rate. [Policy 13] <i>If CO2 is not used as a method of euthanasia check here</i>
YES	NO	If decapitation is used for euthanasia, all scissors and guillotines are maintained and sharpened regularly. [Policy 13] <i>If you do not perform decapitation as a method of euthanasia check here</i>
YES	NO	There is proper and prompt disposal of animal carcasses. [Disposal Pathway]
YES	NO	Blood collection and injections are performed using methods which are described on the approved protocol. [Policy 5] <i>If blood collection is not performed on your protocol check here</i>
YES	NO	All animal records, such as intraoperative surgical monitoring records, post-op records, anesthetic records, breeding colony records, food and water restriction records, etc. are maintained for all species and kept for at least 3 years past the end of the protocol. [Record Keeping Requirements]
YES	NO	If you had to perform a literature search in response to question 9 on your protocol, documentation of all search results is kept for a minimum of 3 years. [Policy 38] <i>If a literature search was not required check here</i>
YES	NO	Appropriate post-surgical monitoring is performed and documented for a minimum of 5 days for rodents, birds, reptiles, amphibians and fish OR until suture/staple removal for non-rodent mammals. For animals with <u>exteriorized</u> instrumentation/catheterization, animal monitoring is documented daily. For animals with <u>interiorized</u> instrumentation/catheterization, animal monitoring is documented at least weekly. [Policy 35] <i>If surgery is not performed on your protocol check here</i>
YES	NO	Written records are maintained for all analgesia administration, at dosage and frequency described in protocol. [Policy 26] <i>If analgesics are not used in your protocol check here</i>

YES	NO	Food and/or water-restriction is performed according to the protocol and daily records are maintained in the room. [Policy 37] <i>If food and water restriction is not performed on your protocol check here</i>
YES	NO	Animals receiving treated water, special diets, and food supplements have cages labeled appropriately and this special food/water is described in the protocol. [Policy 37] <i>If special food and/or treated water are not used on your protocol check here</i>
YES	NO	Cages in the lab are labeled with: PI name, protocol number, name of person who transported the cage to the lab, and the date and time that the cage was brought to the lab. [Policy 33]
YES	NO	Empty animal boxes/cages are promptly returned to vivarium. [Policy 23]
YES	NO	During transport outside of the vivarium, animals are obscured from view and properly secured to prevent escape. [Policy 33]
YES	NO	Breeding colony records are maintained by the laboratory and Breeding Colony Reports are submitted online monthly to the IACUC, even if there are zero animals bred. [Policy 6] <i>If breeding is not performed on your protocol check here</i>

OCCUPATIONAL HEALTH/EH&S:

YES	NO	All personnel have been enrolled in the Occupational Health Program. Forms A & B are available on the EH&S web site. [Risk Assessment]
YES	NO	Gas cylinders are secured appropriately.
YES	NO	Appropriate warning signs are posted for any hazardous materials that are used.
YES	NO	Use of hazardous materials is monitored and appropriate guidelines for use and disposal are followed. Appropriate PPE is used.
YES	NO	Biosafety cabinets and fume hoods have been certified within the past year.
YES	NO	Animal areas are clearly demarcated from human food/drink areas.
YES	NO	Anesthetic gases are properly scavenged per UCSD EH&S standards.
YES	NO	A UCSD-approved sharps disposal system is used. Needles are NOT re-capped.

RODENT TERMINAL SURGERY: (Also includes Birds, Reptiles, Amphibians, and Fish) [[Policy 35](#)]

YES	NO	Terminal surgery is done by this lab <i>(If you checked NO, skip this section)</i>
YES	NO	There is a clean area for surgeries. (No dirt, blood, fur, used syringes, etc.)
YES	NO	The surgery area is free of unnecessary equipment and supplies.
YES	NO	The surgeon wears gloves during surgery.
YES	NO	Surgical instruments are cleaned before use.
YES	NO	The surgeon knows how to monitor the depth of anesthesia.
YES	NO	The surgeon monitors the depth of anesthesia frequently throughout the surgery and notes the monitoring in the intra-operative records.
YES	NO	For anesthesia periods over 30 minutes, an IACUC-approved external heat source is used for animal. [Policy 34]
YES	NO	A suitable method of euthanasia is used and listed on the approved protocol.

RODENT SURVIVAL SURGERY: (Also includes Birds, Reptiles, Amphibians, and Fish) [[Policy 35](#)]

YES	NO	Survival surgery is done by this lab <i>(If you checked NO, skip this section)</i>
YES	NO	If survival surgery is done on USDA-covered rodents (hamsters, gerbils, guinea pigs, squirrels, etc), sterile gloves are used for each animal.
YES	NO	There is a dedicated area for survival surgery.
YES	NO	The surgery area is clean (no blood, fur, used syringes, etc.) and is sanitizable.
YES	NO	The surgery area is free of unnecessary equipment and supplies.
YES	NO	Drugs, fluids, and suture are within their expiration dates.
YES	NO	The surgeon is properly trained in aseptic surgical technique by qualified personnel.
YES	NO	The surgeon wears sterile surgical gloves or clean powder-free exam gloves and clean surgical attire.
YES	NO	Anything entering the surgical field (including instruments, gloved-hands, solutions, suture, etc.) must be sterile. Instruments are sterilized prior to surgery and handled to maintain sterility. Devices (catheters, pumps, telemeters, etc.) are sterile at the time of implantation.

YES	NO	The surgical field is cleared of hair, feathers and debris.
YES	NO	The surgical site is prepared with an antiseptic solution such as povidone-iodine.
YES	NO	The surgeon and assistant know how to monitor the depth of anesthesia.
YES	NO	The depth of anesthesia is monitored frequently throughout the surgery and documented in the intra-operative records.
YES	NO	For anesthesia periods greater than 30 minutes, the rodent's body temperature is maintained during surgery and recovery as described in protocol.
YES	NO	Non-absorbable suture and/or surgical staples are removed upon wound healing, not to exceed 14 days.
YES	NO	An appropriate analgesic is administered either intra-operatively or post-operatively as described in the protocol. Records of analgesia administration are maintained.
YES	NO	The animal is observed/monitored until recovered from anesthesia.
YES	NO	Written records are maintained of anesthetic administered, surgery performed, post-op care, drugs administered, and any complications. Records are available for inspectors.

NON-RODENT MAMMALIAN TERMINAL SURGERY: (Such as rabbits and other larger species) [\[Policy 7 \]](#)

YES	NO	Non-rodent mammalian terminal surgery is done by this lab <i>(If you checked NO, skip this section)</i>
YES	NO	Surgery is performed in a facility that meets the requirement of the Guide and USDA.
YES	NO	If terminal surgery longer than 8 hours is performed by this lab, it is done aseptically and follows survival procedure requirements. <i>If terminal surgery never extends past 8 hours check here</i>
YES	NO	The surgical suite is clean and able to be sanitized.
YES	NO	The surgery area is free of unnecessary equipment and supplies.
YES	NO	Drugs, fluids, and suture are within their expiration dates.
YES	NO	The surgeon is properly trained in aseptic technique and surgical skills by qualified personnel.
YES	NO	The surgeon and assistant know how to monitor the depth of anesthesia.

YES	NO	Animals are monitored for basic physiologic function, including temperature, heart rate, respiratory rate, movement, and mucous membrane color, from the time of anesthetic induction until the animal is euthanized, and this is recorded in the intra-operative records.
YES	NO	An anesthetic record is maintained for each animal and includes observations from the induction of anesthesia to extubation and return of the animal to its home cage or enclosure.
YES	NO	The surgeon wears gloves and the instruments and surrounding area are clean.
YES	NO	For anesthesia periods over 30 minutes, use of an external heat source to maintain body temperature is used and described in the protocol.
YES	NO	Written records are maintained of anesthetic administered, surgery performed, drugs administered, and any complications. Records are available for inspectors.

NON-RODENT MAMMALIAN SURVIVAL SURGERY: (Such as rabbits and other larger species) [\[Policy 7\]](#)

YES	NO	Non-rodent mammalian survival surgery is done by this lab <i>(If you checked NO, skip this section)</i>
YES	NO	Survival surgery is performed in an ACP-approved dedicated surgical suite.
YES	NO	An individual separate from the surgeon is the dedicated anesthetist.
YES	NO	The surgical suite is clean and able to be sanitized.
YES	NO	The surgery area is free of unnecessary equipment and supplies.
YES	NO	Animals are stabilized for 72 hours before surgery.
YES	NO	Drugs, fluids, and suture are within their expiration dates.
YES	NO	The surgeon is properly trained in aseptic technique and surgical skills by qualified personnel.
YES	NO	The surgeon wears new sterile gloves and gown, cap and shoe covers.
YES	NO	The surgical instruments and any instrumentation/implants are sterile.
YES	NO	The surgical site is clipped (or depilated) and devoid of hair.
YES	NO	The surgical site is prepared by scrubbing with povidone-iodine or other antiseptic scrub and followed by antiseptic solution. The surgeon prepares with a surgical scrub/hand wash. Sterile surgical drapes are used.

YES	NO	The surgeon and assistant know how to monitor the depth of anesthesia.
YES	NO	The depth of anesthesia is monitored frequently throughout the surgery and recorded in the intra-operative records.
YES	NO	The animal's body temperature is maintained during surgery and recovery by an approved method as described in the protocol.
YES	NO	Each tissue layer is closed individually.
YES	NO	An appropriate analgesic is administered intra-operatively and/or post-operatively as described in the protocol. Records of analgesia administration are maintained and are readily available to inspectors.
YES	NO	Animals are monitored until fully recovered from anesthesia (conscious and at least sternally recumbent).
YES	NO	During the time of required post-operative monitoring, the animal cage or enclosure is clearly labeled (e.g., with a sticker) with the surgery performed and the date of the procedure.
YES	NO	Written records are maintained of anesthetic administered, surgery performed, post-op care, drugs administered, and any complications. Records are available for inspectors.
YES	NO	Post-op care is fully described in the protocol and followed for each procedure. Post-op monitoring and care is recorded in the post-op records. The post-op care of animals includes weekends and holidays, and is performed by trained individuals.
YES	NO	<p>Post-operative observations of animal health are documented on an approved Post-Surgical Progress Notes form. Records are kept in the animal holding area and are readily and independently accessible to an inspector. Health observations are documented at least daily:</p> <ul style="list-style-type: none"> • until suture or staple removal and adequate healing of the surgical site or at least five days following the surgery, whichever occurs latest. • for any procedure that involves exposed instruments, catheters, bandages, etc. until removal of these items and adequate healing of the associated sites has occurred. • for animals that exhibit signs of pain, distress, discomfort or other health complications until resolved.
YES	NO	Non-absorbable suture and/or surgical staples are removed upon wound healing, not to exceed 14 days, unless wound is not healed within that time.

NEOPLASIA: [[Policy 9](#)]

YES	NO	Experimental neoplasia is induced in animals in this lab. <i>(If you checked NO, skip this section)</i>
YES	NO	Cages are labeled in such a way as to describe the experimental tumor model employed (genetically engineered mutation, exposure to carcinogen, cell injection). If applicable, the date the tumor was initiated and the expected latency period is also indicated.
YES	NO	Animals are monitored according to policy: <ul style="list-style-type: none"> • Monitored Weekly: Stage 1 (No visible, palpable, clinical, or behavioral signs of tumor burden) • Monitored 2X/Week: Stage 2 (Visible or palpable tumors; Changes in appearance or behavior) • Monitored Daily: Stage 3 (Any signs of morbidity or mortality; Subcutaneous tumor diameter in excess of 1.5cm (for mice) or 3.0cm (for rats) as determined by the largest diameter)
YES	NO	Tumor monitoring data sheets are kept within the housing room until the death of the animal. Records contain all pertinent information, including the protocol number, the name of the person monitoring the animals, identification of the animals, date of monitoring sessions, and any treatments given to the animals. Baseline and weekly weights are recorded; more frequent weighing may be indicated with some models.
YES	NO	Immediate euthanasia is performed: <ul style="list-style-type: none"> • If an animal is unable to ambulate in order to obtain food and water, • If an animal displays unrelieved clinical signs of pain or distress, • If an animal reaches the moribund state, • If an animal has lost more than 20% of its pre-procedure body weight, • If a tumor becomes ulcerated or necrotic, • If a single subcutaneous tumor <ul style="list-style-type: none"> o exceeds 2cm in diameter (for mice) or 4cm (for rats), OR o If the combined volume of multiple subcutaneous tumors exceeds 4cm³ (mice) or 32cm³ (rats)

SATELLITE FACILITIES: [[Policy 28](#)]

YES	NO	Animals are kept in the lab longer than 12 hours <i>(If you checked NO, skip this section)</i>
YES	NO	Satellite Facility SOP is approved by Animal Care Program and posted conspicuously in the laboratory housing area. All aspects of the SOP are followed by lab members.
YES	NO	The IACUC Policy on Satellite Housing has been read and is strictly adhered to by all personnel on protocol.
YES	NO	Animals are observed and monitored <u>daily</u> including holidays and weekends.
YES	NO	Animal/Room Daily Check List is posted conspicuously, filled in daily, and available to inspectors for three years after the animals are gone.
YES	NO	Animal holding area is secure from the public.

YES	NO	Personnel responsible for animal husbandry in the lab have been properly trained and training records are available to inspectors.
YES	NO	Daily temperature and humidity measurements are being recorded.
YES	NO	Daily health observations are recorded and reported to the ACP veterinary staff 7 days per week.
YES	NO	After Hours Emergency Contact Numbers are posted conspicuously and kept up to date on protocol(s).
YES	NO	All required postings are in place: IACUC Protocol(s), SOP, Safety signage, Room Check List, UCSD Notice "Policy on Reporting Animal Concerns", and Emergency Contact sign.
YES	NO	Food is stored in a container with a tightly fitted lid (e.g. Tupperware). Container is labeled with contents, mill date and expiration date.
YES	NO	Soiled caging components are properly disposed of promptly. There are no dirty cages in the lab.
YES	NO	The room and the surfaces of the animal area are sanitized with a disinfectant solution at least once every 2 weeks. The cleaning is recorded on the room check list.