

LAB CHECKLIST

(Not a comprehensive list)

General

- Approved full IACUC protocol & approval letters available in labs for all lab participants. Easy access in nearby room, on computer in lab or on a UBS flash drive with a computer available to display contents is acceptable.
- Staff knowledgeable of protocol
- General cleanliness of room (floor clean? excessive clutter? organized?)
- General condition of room/area (Air filters clean? Rust? Paint peeling? Lights out? Excessive Dust? in animal areas)
- Hood certification
- No Food & Drink in lab animal areas (is acceptable in other parts of room)
- Gas cylinders immobilized and secured.
- Allergens sticker on all entrance doors
- Temperature & humidity control logs (for test chambers)
- Must be able to sanitize surfaces (no cloth chairs, etc) in surgery areas or areas with infectious animals(cloth chairs are allowed in other animal areas)
- Must have sanitization and microbiological monitoring documents for multiple use equipment.
- Are personnel approved on protocol & enrolled in Animal Contact Program?
- How long are animals in room? (>12 hours (USDA animals) or >24 hours for rats of the genus Rattus, mice of the genus Mus, and birds bred for research is considered HOUSING! Is room approved for housing?)
- For large animals: look at clinical records. Should have everything listed in there, whether part of research or treatment.
- Whistleblower Poster posted?
- Staff knowledgeable of Whistleblower policy

Drugs

- Drug storage, control, expiration date monitoring
- Drug/controlled substances log
- Biennial Drug Survey available – log amount of drug used AND remaining.
- Date when solutions were made up (drugs expire 2 weeks after preparation, dilution, or mixing)
- Use of USP grade drugs or approved justification to use non-USP
- Expired drugs are clearly labeled & separated

Anesthesia & Surgery

- Yearly calibration of anesthesia machines
- IF anesthesia machine is not in use, clearly label: "OUT OF SERVICE" to avoid citation.
- Scavenging of anesthetic gas
- Anesthetics & Analgesics provided according to protocol?

Revised: 8/06/09

- Aseptic technique used in all survival surgeries
- Separate areas for prep, surgery, and recovery
- Methods for re-sterilization of instruments between serial surgeries
- Knowledge of post op monitoring procedures/log

Euthanasia

- How are animals euthanized? (This policy was modified.)
- If using CO₂, the chamber should be empty of CO₂ and then slowly introduced with the animal present. What secondary physical method is used?
- Is the new IACUC neonate policy being implemented?
- Cleanliness of equipment (i.e. guillotines)
- If decapitation without anesthesia; where are training certificates? (This policy was modified.)
- How are carcasses disposed of?

Supplies & Equipment

- Expiration date monitoring of supplies used with animals (sutures, solutions, etc) Solutions can have fill dates – expires 2 weeks after fill or mixed date. If from a manufacturer, the expiration date on the bottle will be monitored.
- Expired items are clearly labeled & separated
- In lab SOPs for cleaning frequently used equipment. (This policy has modified.)
- Storage of autoclaved materials
- If recapped needles, ask how they recap them. Vet Med can have recapped needles; everyone else should NOT have recapped.

NEW FOR FALL 2009

Policy on Sanitization

Policy on the Use of Class A Dogs for Research and Teaching

REVISED FOR FALL 2009

UF Policy on CO₂ for Euthanasia

Guidelines for Euthanasia of Neonatal Rodents

Policy on Decapitation of Rodents