

Semiannual Facility Inspection Checklist

About the checklist

The Facility Inspection Checklist is provided to assist institutions in conducting their semiannual reviews facilities for the care and use of animals. The Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals ([Policy](#)), section [IV.B.1.-2.](#), requires the Institutional Animal Care and Use Committee (IACUC) to inspect all of the institution's animal facilities at least once every 6 months using the Guide for the Care and Use of Laboratory Animals: Eighth Edition ([Guide](#)) as a basis for evaluation.

How to use the checklist:

This checklist is a tool to assist IACUCs in conducting thorough semiannual reviews. The checklist covers the major topics of the Guide and the requirements of the PHS Policy. The checklist does not replace the Guide, but should be utilized in conjunction with the Guide. The Guide provides the standards, recommendations, and descriptions of desired outcomes necessary to evaluate and inspect an animal care and use program. Relevant references for the Guide and the PHS Policy are noted. Endnotes are included to reference specific U.S. Department of Agriculture (USDA) regulatory requirements that differ from the PHS Policy. Topics that are new to this version of the checklist or identified as a “must” in the Guide are highlighted. A column to identify changes that have occurred in the institution’s program for animal care and use (PHS Policy [IV.A.1.a.-i.](#)) since the last review is also a new feature.

The checklist consists of the following sections:

I. Semiannual Facility Inspection Checklist

- Terrestrial Animal Housing and Support Areas
- Aquatic Animal Housing and Support Areas
- Cage wash
- Special Facilities: Aseptic Surgery
- Special Facilities: Procedure Areas, Non-survival Surgeries, Laboratories, Rodent Surgeries, Imaging, Whole Body Irradiation, Hazardous Agent Containment, Behavioral Studies

II. Endnotes

It is recommended that the physical aspects of a program require visual observation to evaluate, it is recommended that the Facility Inspection section be completed during an inspection of the facilities, including satellite facilities.

A table is provided, “Semiannual Facility Inspection Report,” as a format for the IACUC to organize and track information regarding deficiencies, and plans and schedules for correction. IACUCs may choose to attach the table to the Semiannual Report to the Institutional Official.

Questions or comments?

Suggestions or comments about this checklist should be e-mailed to: ar-ehs@wtamu.edu

I. Semiannual Facility Inspection Checklist

Terrestrial Animal Housing and Support Areas

Location:

Date:

A= Acceptable

M= Minor deficiency

S= Significant efficiency (is or may be a threat to animal health and safety)

C= Change in program PHS Policy [IV.A.1.a.-i.](#)) (Include in semiannual report to IO and annual report to OLAW)

NA= Not applicable

Location:

Animal areas separate from personnel areas (*Guide*, [p 134](#))

Separation of species (*Guide*, [p 111](#))

Separation by disease status (*Guide*, [p 111](#))

Security and access control (*Guide*, [p 151](#))

Construction:

Corridors (*Guide*, [p 136](#))

Animal room doors (*Guide*, [p 137](#))

Exterior windows (*Guide*, [p 137](#))

Floors (*Guide*, [p 137](#))

Drainage (*Guide*, [p 138](#))

Walls and ceilings (*Guide*, [p 138](#))

Heating, ventilation and air conditioning (*Guide*, [p 139](#))

Power and lighting (*Guide*, [p 141](#))

Noise control (*Guide*, [p 142](#))

Vibration control (*Guide*, [p 142](#))

Environmental monitoring (*Guide*, [p 143](#))

Room/Cage:

Temperature and humidity (*Guide*, [p 43](#))

Ventilation and air quality (*Guide*, [p 45](#))

Illumination (*Guide*, [p 47](#))

Noise and vibration (*Guide*, [p 49](#))

Primary Enclosure:

Space meets physiologic, behavioral and social needs (*Guide*, [pp 51, 55-63](#))

Secure environment provided (*Guide*, [p 51](#))

Durable, nontoxic materials in good repair and no risk of injury (*Guide*, [p 51](#))

Flooring is safe and appropriate for species (*Guide*, [p 51](#))

Adequate bedding and structures for resting, sleeping, and breeding (*Guide*, [p 52](#))

Objective assessments of housing and management are made (*Guide*, [p 52](#))

Procedures for routine husbandry are documented (*Guide*, [p 52](#))

Socially housed animals can escape or hide to avoid aggression (*Guide*, [p 55](#))

Cage height provides adequate clearance (*Guide*, [p 56](#))

Animals express natural postures, can turn around, access food and water, and rest away from urine and feces (*Guide*, [p 56](#))

Rationale for Guide/USDA space exceptions approved by IACUC and based on performance indices (*Guide*, [p 56](#))

Dogs and cats allowed to exercise and provided human interaction (*Guide*, [p 58](#))

Nonhuman primates are socially housed except for scientific, veterinary or behavior reasons (*Guide*, [pp 58-59](#))

Single housing of nonhuman primates is for shortest duration possible (*Guide*, [p 60](#))

Opportunities for release into larger enclosures is considered for single caged nonhuman primates (*Guide*, [p 60](#))

Agricultural animals are housed socially (*Guide*, [p 60](#))

Food troughs and water devices for agricultural animals allow access for all animals (*Guide*, p 60)

Environmental Enrichment, Behavioral and Social Management:

Structures and resources promote species-typical behavior (*Guide*, [pp 52-54](#))

Novelty of enrichment is considered (*Guide*, [p 53](#))

Species-specific plans for housing include enrichment, behavior and activity are developed and reviewed regularly by IACUC, researchers and veterinarian (*Guide*, [pp 53, 58, 60, 63](#))

Animal care personnel receive training to identify abnormal behaviors (*Guide*, [p 53](#))

Stability of pairs or groups is monitored for incompatibility (*Guide*, [p 64](#))

Single housing is justified for social species (*Guide*, [p 64](#))

Single housing is limited to the minimum period necessary (*Guide*, [p 64](#))

Additional enrichment for single-housed animals is provided (*Guide*, [p 64](#))

Single housing is reviewed regularly by IACUC and veterinarian (*Guide*, [p 64](#))

Habituation to routine procedures is part of enrichment program (*Guide*, [p 64](#))

Sheltered or Outdoor Housing: (e.g., barns, corrals, pastures, islands)

Weather protection and opportunity for retreat (*Guide*, [p 54](#))

Appropriate size (*Guide*, [p 54](#))

Ventilation and sanitation of shelter (no waste/moisture build-up) (*Guide*, [p 54](#))

Animal acclimation (*Guide*, [p 55](#))

Social compatibility (*Guide*, [p 55](#))

Roundup/restraint procedures (*Guide*, [p 55](#))

Appropriate security (*Guide*, [p 55](#))

Naturalistic Environments:

Animals added/removed with consideration of effect on group (*Guide*, [p 55](#))

Adequate food, fresh water, and shelter ensured (*Guide*, [p 55](#))

Food:

Feeding schedule and procedures including caloric intake management (*Guide*, [pp 65-67](#))

Contamination prevention (*Guide*, [p 65](#))

Vendor quality control (*Guide*, [p 66](#))

Storage in sealed containers (*Guide*, [p 66](#))

Expiration date labeling (*Guide*, [p 66](#))

Vermin control (*Guide*, [p 66](#))

Rotation of stocks (*Guide*, [p 66](#))

Water:

Ad libitum unless justified (*Guide*, [pp 67-68](#))

QC procedures (*Guide*, [pp 67-68](#))

Bedding and Nesting Materials:

Species appropriate (*Guide*, [pp 68-69](#))

Keeps animal dry (*Guide*, [pp 68-69](#))

QC procedures (*Guide*, [pp 68-69](#))

Minimizes scientific variables (*Guide*, [pp 68-69](#))

Sanitation:

Frequency of bedding/substrate change (*Guide*, [p 70](#))

Cleaning and disinfection of microenvironment (*Guide*, [pp 70-71](#))

Cleaning and disinfection of macroenvironment (*Guide*, [p 72](#))

Assessing effectiveness (*Guide*, [p 73](#))

Waste Disposal:

Procedures for collection (*Guide*, [pp 73-74](#))

Procedures for storage and disposal (*Guide*, [pp 73-74](#))

Hazardous wastes are rendered safe before removal from facility (*Guide*, [pp 73-74](#))

Animal carcasses (*Guide*, [pp 73-74](#))

Pest Control:

Regularly scheduled (*Guide*, [p 74](#))

Documented program including control of rodent pests and insecticide use (*Guide*, [p 74](#))

Emergency, Weekend, and Holiday Animal Care:

Care provided by qualified personnel every day (*Guide*, [p 74](#))

Provision for accessible contact information (*Guide*, [p 74](#))

Monitoring of backup systems (*Guide*, [p 143](#))

Veterinary care available after hours, weekends and holidays (*Guide*, [pp 74, 114](#))

A disaster plan that takes into account both personnel and animals (*Guide*, [p 75](#))

Identification:

Cage/rack cards contain required information (*Guide*, [p 75](#))

Genotype information included and standardized nomenclature used when applicable
Guide (p. 75)

Recordkeeping:

Clinical records accessible and contain required information (*Guide*, [pp 75-76](#))

Records are provided when animals are transferred between institutions (*Guide*, [p 75](#))

Breeding Genetics and Nomenclature:

Appropriate genetic records, management and monitoring procedures (*Guide*, [p 76](#))

Phenotypes that affect wellbeing are reported to IACUC and effectively managed (*Guide*, [p 77](#))

Storage:

Adequate space for equipment, supplies, food, bedding and refuse (*Guide*, [p 141](#))

Bedding in vermin-free area and protected from contamination *Guide*, [p 141](#))

Food in vermin-free, temperature and humidity controlled area and protected from contamination (*Guide*, [p 141](#))

Refuse storage is separate (*Guide*, [p 141](#))

Carcass and animal tissue storage is separate, refrigerated below 7°C (seven degrees Celsius) and cleanable (*Guide*, [p 141](#))

Personnel:

Adequate space for locker rooms, administration and training (*Guide*, [p 135](#))

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Chair Signature