### Animal Laboratory Self-Assessment Checklist

This checklist may be used to assess a laboratory’s adherence to institutional and federal guidelines, policies, and regulations related to the use of animals in biomedical research.

Approved Animal Protocols and any subsequent modification documents should be readily available to all personnel listed on the protocol and contain accurate information including:

- an accurate list of trained personnel presently participating or manipulating the animals or unfixed or unsterilized animal tissues
- current contact information of the PI and the secondary contact person
- all animal locations (room number and building) outside of the CLAMC resources where the animals are housed or manipulated
- all animal manipulations, all substances administered, special diets, anesthesia/analgesia/euthanasia methods, strains, surgeries or other procedures such as behavioral testing and breeding

Make sure Personnel:

- have taken the appropriate institutional animal training courses
- have received additional training as needed to conduct animal manipulations/observations according to the approved protocol and institutional guidance
- are enrolled in the Occupational Health Program
- are aware of the occupational hazards associated with animals/research and are taking proper precautions to minimize them. At a minimum, this includes wearing gloves and a dedicated and routinely laundered lab coat/gown when handling animals.
- have access to the currently approved animal protocol and approved modifications. For IRIS-entered protocols and change requests, approved personnel should be able to access the system to view the approved documents. Paper protocols/change requests may be kept in a loose leaf notebook or common drive accessible to all personnel.
- know how to contact the veterinary staff if there is an animal welfare concern

Regarding Security, make sure that:

- the laboratory door is closed while animals are present in the laboratory
- visitors to the lab are legitimate and are informed of the benefits of the research and precautions taken to minimize discomfort to the animal
- no pictures of animals are taken without permission of the CLAMC Director or designee
- access to animal resources is for authorized individuals only
- any security concerns, such as lost access cards, suspicious activities or individuals are immediately reported to UTPD

Regarding Animal Anesthesia:

- personnel are present and monitoring/supporting the animal during the entire anesthesia period
- proper provisions are taken in order to minimize heat loss during the anesthesia period
- gas anesthesia vaporizers are certified/serviced annually
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**Drugs and Supplies:**

- must be within date if used on animals
- controlled substances are properly stored and required records are maintained
- all drugs/supplies (such as sutures and fluids) that are expired must be labeled “EXPIRED – not for animal use” and separated from the in-date drugs/supplies
- injectables must be properly stored in a sterile container, labeled with name of drug, concentration, and expiration date

Regarding **Rodent Survival Surgery**:

- must be done aseptically (sterile surgeon’s gloves, drape, instruments, sutures, implantables)
- sterilization procedures must include a means to monitor the effectiveness of the sterilization in the case of autoclaving and gas methods. Chemical methods must follow manufacturer’s recommendations.
- must be performed in a rodent surgery facility or in an AWC-approved dedicated section of the lab that has been disinfected prior to surgery
- rodents must not be returned to housing until they are able to move about the cage
- animals that have undergone other than very minor surgery (such as tail biopsy for genotyping) must be observed daily by the research group for a minimum of 3 days for possible surgical complications including discomfort or signs of infection. This includes weekends and holidays, if applicable. POST OP CARE cage cards must be placed on the rodent cage for documenting the surgeon, surgery, date, and postoperative monitoring and care.
- anesthetic and analgesic regimens outlined on the approved protocol must be followed and documented in the research notebook and in the case of analgesics, documented on the POST OP CARE cage card.

Be sure that **Animals**:

- are housed in an approved housing facility daily. They are never to be outside these facilities unless approved on the protocol and only for the period outlined on the protocol (which is <24 hours at most)
- are manipulated in an area that is clean and orderly
- have complete and accurate cage card information including the correct strain
- on breeding protocols, are weaned according to the approved animal protocol
- if approved on the protocol, animals should be transferred to the laboratories (within the same building) in a covered and secure cage placed on a cart. Only freight or animal elevators should be used to go between floors.
- are transferred by CLAMC if they need to go between buildings

**Laboratory Safety** procedures should include:

- hazardous agents usage is approved by the respective safety committee and are handled, stored, and disposed of properly
- sharps containers are available and picked up by Lab Safety before they are overfilled
- hazards are clearly identified in a room posting, and the use of protective clothing and equipment is enforced
- safety hoods are used for protection of personnel/environment and hood certification is current
- gas cylinders are immobilized
- anesthetic machines are routinely checked for leaks and appropriate methods are used to scavenge waste gases
- carcasses are disposed of properly