



Institutional Animal Care and Use Committee (IACUC)
Post-Approval Monitoring Laboratory Audit Checklist

Audit Date:	Auditor(s):
Principal Investigator:	No. of Animals Approved:
Protocol #:	No. Animals Used:
Protocol Approval Date:	Laboratory Location:
Emergency Contact:	Updated (if needed):
Secondary Contact:	Updated (if needed):

1. Laboratory Use: *(check all that apply)*

- Non-Surgical Procedure Survival Surgery Euthanasia
 Non-Survival Surgery Behavioral Tests Housing
 Other: _____

2. Personnel Listed:

Verify the training of personnel listed on the protocol, please list missing training requirements below. *Instruct PI to remove any personnel no longer a part of the project through an amendment.*

Name	CITI Training	MHQ	DLAM

2a. How do personnel access the protocol?

- Meets expectations Does not meet expectations
-

2b. How are changes to the protocol communicated to personnel?

- Meets expectations Does not meet expectations
-

2c. Who do personnel contact in case of an injury or accidental exposure to a hazardous substance?

- Meets expectations Does not meet expectations
-

2d. Who do personnel contact if concerned about the animal's health?

- Meets expectations Does not meet expectations
-

2e. Who do personnel contact if concerned about the care of the animals?

- Meets expectations Does not meet expectations
-

2f. What PPE do you wear when entering the facility and handling animals?

- Head Bonnet
- Mask
- Gloves
- Lab coat/ Disposable Gown
- Shoe Covers
- Eye Protection
- Other: _____

Auditor Comments:

3. Housing & Transportation:

3a. Animal Arrivals:

- How do you verify the appropriate animals arrived? _____
- How do you verify cage card information is accurate? _____
- What information do you look for?
 - Source
 - Strain/Stock
 - Name/contact information of person responsible
 - Arrival Date
 - Date of Birth
 - Protocol Number

3b. Animal Identification

- How do you identify animals for your study? _____
- If animals are identified individually, what method is used? Microchip Tail clip/ear notch
 Ear tag Markings on tail Other _____

3c. How do you track the animal numbers on the protocol? GRAMS Physical Logs Spreadsheet
 Other _____

3d. What, if any, special housing/ husbandry considerations are included in this protocol?

- Alternative Lighting
- Enrichment Waiver
- Individual Housing
- Investigator Maintained
- Irradiated Feed/ Bedding
- Medicated Water
- Metabolic Caging
- Special Bedding/ Cage Requirement
- Special Diet
- Special Light Cycle
- Static Caging
- Sterilized Caging
- Other: _____

How is DLAM notified? Special Care Card Special Care Form Other

If other: _____

3e. Are Animals Bred? Y N (if no, skip to next question)

- How do you ensure cages do not overcrowd? _____
- When are litters weaned? Under 21 days 21 Days Over 21 Days
- Any phenotypical concerns? Y N If yes: _____
- If genotyped, what method is used? _____

3f. How are animals transported to the laboratory? Home cage Transport Cart Covered

Other: _____

Auditor Comments:

4. Laboratory Space

4a. Is the laboratory approved by the IACUC for animal use? Y N

4b. Is animal workspace cleaned in accordance with IACUC SOP 050: Standards for Sanitization? Y N

4c. Where are sharps disposed? Sharps Container Other _____

4d. How/where are animal records maintained? Meets expectations Does not meet expectations

4e. Are controlled substances used? Y N (If no, skip to next question)

- Are they stored securely? Y N
- May we see your drug log? Y N
- What happens to expired drugs? Meets expectations Does not meet expectations

4f. Are animals housed in laboratory for >12 hours, or overnight? Y N (If no, skip to next question)

- Is housing of animals in laboratory is approved by the IACUC? Y N
- What is the justification for housing animals in the laboratory? _____
- Does DLAM have access to the study area (i.e., key, combination, etc....)? Y N
- Do you monitor temperatures/humidity? Y N
- May we see your records? Y N

Auditor Comments:

5. Procedures:

5a. How is the animal prepared for non-surgical procedures?

- Substance administration

- Blood/fluid collection

- Behavior

5b. How is the animal prepared for surgical procedures?

- Is animal Anesthetized? Y N (If no, skip to question 6)
- Is the anesthetic regimen in accordance to the protocol? Y N

• How is anesthesia depth assured? Meets expectations Does not meet expectations

• How are animals monitored and anesthesia maintained?
 Meets expectations Does not meet expectations

• If inhalant anesthetics are used, are they scavenged properly? Y N

5c. Do animals undergo survival surgery? Y N (If no, skip to next question)

- Is the surgical area appropriately separate from other activities? Y N

• How are animals prepped for surgery?

Surgical Plane of anesthesia Hair removal Skin cleansed (betadine/alcohol)

Surgical Drapes

Heat source

Other: _____

• How's the surgeon prepped for surgery?

Lab coat/Gown/Scrub top

Head Bonnet

Sterile Gloves

Face Mask

Arm Guards

Other: _____

• How are instruments sterilized?

Autoclave

Gas Sterilization

Chemical Sterilant (proper contact times)

Bead sterilization (between animals, cleaned/rinsed, no more than 5 animals per pack)

• Are surgical supplies and drugs properly labeled and within date? Y N

• May we see your surgical logs? Y N _____

5d. How are animals monitored throughout procedure?

Meets expectations Does not meet expectations

5e. What happens to animals that show signs of pain and distress during the procedure?

Meets expectations Does not meet expectations

5f. How are animals allowed to recover from procedure?

Meets expectations Does not meet expectations

5g. Are any post-operative analgesics provided to the animals? Y N (If no, skip to next question)

- Is the analgesia regimen in accordance with the protocol? Y N

- What method of analgesia is given to the animal (agent, dose, route of administration)?

- How often are animals observed after procedure?
 Meets expectations Does not meet expectations

Auditor Comments:

6. Hazardous Substances:

6a. Are hazardous substances used? Y N (If no, skip to next question)

- Do you have approval to use hazardous substances by Environmental Health & Safety and IBC (if applicable)? Y N _____
- How do personnel access Safety Data Sheets? Meets expectations Does not meet expectations

Auditor Comments:

7. Euthanasia:

7a. How are the animals euthanized?

7b. Is it in accordance with the protocol? Yes No _____

7c. Where is euthanasia performed? Lab DLAM Other _____

7d. Is a guillotine used? Yes No _____

7e. May we see your guillotine log? Yes No _____

7f. Are carcasses disposed of in accordance with IACUC SOP 016:Carcass Disposal? Yes No

Auditor Comments:

Additional Questions/ Comments:

Lab Representative (PRINT NAME)

Signature of Lab Representative

Signature of Auditor

Signature of Auditor