



Guide: Common Deficiencies Identified During Semi-Annual Facilities Inspections

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USA's Institutional Animal Care and Use Committee conducts semi-annual inspections during May and November; common deficiencies and appropriate corrective actions are listed.

EXPIRED, MISSING PROTOCOLS

Protocols cannot be used after expiration. Protocol binders must have current protocols, approval letters, training documentation and standard operating procedures.

ANIMALS NOT CHECKED DAILY

Check all animals daily including holidays and weekends and keep records. Record daily room temperature and relative humidity ranges in housing areas.

OVERCROWDED CAGES

Do not house animals in cages too crowded or too small for occupant(s).

INCOMPLETE CAGE CARDS

Cage cards should include current protocol number, animal source, strain or stock, principal investigator name, contacts of responsible individuals, and pertinent dates.

INADEQUATE RECORD KEEPING

Records should be complete, legible and accessible. Keep records for procedures, surgery, intra-operative, post-operative and post-procedural monitoring and care.

DIRTY SURGICAL AREAS

Keep surgery areas clean and clutter free. Post cleaning and sanitation schedules; record dates performed.

CONTROLLED DRUG STORAGE

Secure controlled drugs and their records (not visible and under double and separated locks and keys).

EXPIRED DRUGS AND SUPPLIES

Identify and properly dispose of outdated drugs and supplies.

UNACCEPTABLE EUTHANASIA METHOD

Use carbon dioxide from compressed gas cylinders only, not from dry ice.

CLUTTER

Maintain minimal use areas neat and free of clutter.

INSUFFICIENT POST PROCEDURAL MONITORING

Monitor animals closely after procedures until fully recovered from anesthesia and the effects of the procedure. Remove wound clips or skin sutures after 10-14 days.

IMPROPER SHARPS DISPOSAL

Dispose sharps in proper sharps containers. Containers should never be overfilled.

OVERFILLED BIOHAZARD CONTAINERS

Use proper containers to dispose of biohazards. Containers should never be overfilled.

POOR SANITATION

Clean and sanitize animal housing, surgery and surfaces and equipment areas regularly. Post cleaning and sanitation schedules; record dates performed.

IMPROPER FEED AND BEDDING STORAGE

Store bedding and feed on pallets away from the wall. Store opened bags of feed and bedding in vermin proof containers; label with feed mill dates. Discard expired feed. Store feed or bedding away from chemicals and other contaminants.

WASTE ANESTHETIC GASES NOT SCAVENGED

Scavenge anesthetic gases using a dedicated system or through building exhaust.

INCONSISTENT PERSONAL PROTECTIVE EQUIPMENT (PPE) USE

Wear uniforms, scrubs or laboratory coats as indicated. These clothes should not be worn in public places.

UNSECURED GAS TANKS

Secure all gas tanks to prevent injury to people and animals.

INADEQUATE FACILITY MAINTENANCE

Repair damage to facilities i.e. flaking paint, holes, broken lights, leaking faucets, blocked sinks, promptly.