

Standard Operating Procedure

SOP Number: **02-18-5853**

Service: **Research**

Operating Section: **IACUC**

Unit: **LUC/HSD**

Title: **Semi-Annual Inspection of Facilities and Laboratories**

Purpose:

To delineate the IACUC method for evaluation of facilities and laboratories.

Procedure:

- 1) Semi-Annual Facilities and Laboratories Inspection Procedure
 - a) IACUC members will perform semi-annual inspections of central facilities, satellite housing areas, survival and non-survival surgical areas, and all sites where animals are transported for the purpose of experimentation. Any area not available for inspection can be considered as "closed".
 - b) No committee member, including outside members, wishing to participate in semi-annual inspections may be excluded. The IACUC may use subcommittees composed of at least two committee members and may invite *ad hoc* consultants to assist in conducting the evaluations.
 - c) Subsequent to the inspections, the IACUC members performing the inspections will file summary reports with the IACUC to be reviewed and signed by a majority of the members and these must include any minority views.
 - d) The reports must distinguish significant deficiencies from minor deficiencies. A significant deficiency is one, which in the judgment of the IACUC and the Institutional Official, is or may be a threat to the health or safety of the animals. If program or facility deficiencies are noted, the reports must contain a reasonable and specific plan and schedule with dates for correcting each deficiency. Any failure to adhere to the plan and schedule that results in a significant deficiency remaining uncorrected shall be reported in writing within 30 business days by the IACUC, through the Institutional Official, to APHIS, OLAW and any Federal agency funding that activity.
 - e) The Chair or their designee will review the reports, suggest appropriate action if necessary, and forward the documents to the Institutional Official within thirty days of the completion of the inspection. The IACUC Coordinator must maintain these inspection summary reports.
 - f) Copies of the results of the IACUC inspection with comments or concerns will be forwarded by the IACUC Coordinator to the faculty member or CMF staff who has direct responsibility for the area inspected.

- g) Any IACUC Inspection Team has the authority to appeal to the Committee to close any housing or experimental work site that is found to be in violation of applicable standards.
 - h) Inspectors will use one of the applicable standard inspection forms: "Inspection of Principal Investigator's Laboratory", IACUC Semi-Annual Housing Facilities Inspection", IACUC Semi-Annual Support Area Inspection", or "Inspection of Surgical Suites" (See Inspection of Surgical Suites" SOP.).
 - i) The Inspection Team will use the "Semi-annual Program and Facility Review Report" to summarize the results of the inspection to the IACUC.
- 2) Other Inspection Stipulations/Procedures
- a) The IACUC can determine that a particular experimental procedure will require an inspection of an Investigator's laboratory space prior to the initiation of any procedure.
 - b) If a department closes an area/room where animal procedures were generally done, that area/room cannot be used again until reopened by an IACUC inspection.

Comments:

See "Inspection of Principal Investigator Laboratory" form.
 See "IACUC Semi-Annual Housing Facilities Inspection" form.
 See "IACUC Semi-Annual Support Area Inspection" form."
 See "Semi-annual Program and Facility Review Report" form.

Responsible Official Signature			Date
QA Signature			Date
Version #2	Effective Date	Supersedes #1	Original Date 04/01/05