

NCI-FREDERICK ANIMAL CARE AND USE COMMITTEE
Facility Inspection Checklist

FACILITY: _____ DATE OF INSPECTION: _____

NAME OF ACUC INSPECTOR: _____

PARTICIPANTS: _____

ADMINISTRATIVE

Y N X

- Are copies of proposals accessible, readable, and updated?
- Do cage cards have the appropriate proposal number, PI, etc.?
- Is the current emergency veterinary duty roster posted?
- Are room log sheets up-to-date (temperature, humidity, cage change, water change, etc.)?

FACILITY – GENERAL

- Is there sufficient storage space?
- Does the facility appear to be clean and orderly?
- Are the contents of refrigerators/freezers being properly maintained?
- Are dead mice stored in the refrigerator or freezer separate from supplies, etc.?

MAINTENANCE

- Are proper temperatures and humidity maintained?
- Are the pipes, drains, water faucets, etc., in good condition?
- Are any FME repairs needed (paint peeling, etc.)?

SAFETY

Please note that the Occupational Health and Safety Branch conducts an independent inspection of this facility for the semiannual program review.

Y N X

Are the biohazard safety hoods free of clutter?

Are there any expired drugs or supplies?

Are controlled substances in a locked cabinet?

Are all inspection test dates current (fire extinguisher, eyewash station, emergency lights)?

Are appropriate postings visible for work with biohazards or chemicals (on cage and door)?

FEED AND BEDDING

Is stored feed and bedding protected from vermin (food stored in an animal room should be covered)?

Is feed stored in a temperature-controlled area (chemical diets should be stored below 39°F)?

Are dates appropriate ... mill date, expiration date, and date to be discarded (wet feed should also have the date it was placed in the refrigerator)?

Is feed and bedding stored off the floor?

Are storage containers cleaned regularly?

CAGING

Is the caging in good repair?

Are cages, racks, and cage accessories sanitized appropriately (static cages = one time per week and PIV cages = every two weeks)?

Are bottles and sipper tubes sanitized at least once a week?

Are watering devices checked daily?

Is the water treatment (acid or chlorine) monitored?

Y N X

Are clean cages/water bottles covered in hallways or general facility areas?

Are clean cages/water bottles stored on pallets up off the floor?

SANITATION

Are RODAC plates used to test effectiveness of sanitization?

Are automatic watering systems flushed periodically?

Are cages autoclaved where appropriate?

Are autoclaves monitored by biological indicators?

Are adequate numbers of properly labeled waste receptacles placed throughout facility?

Are trash receptacles clean, leak-proof, with tight-fitting lids (any trash cans within an animal room must be covered)?

PEST CONTROL

Have steps been taken to eliminate pest harborage and prevent entry?

Have pest control traps been evaluated recently?

If sticky traps are used, are they checked frequently to assure humane euthanization after capture?

ANIMAL HEALTH AND CARE

Are animals separated by species and, if not, are microisolators or PIV racks being used?

Do personnel care for animals each and every day?

Is there any overcrowding?

Do the animals appear to be healthy (check the condition of mice with tumors)?

Y N X

- Does staff conduct random cage checks to evaluate animal health and proposal compliance?
- Has LAM been notified if a watch card is present?
- Does the watch card state the condition, the date of finding, staff initials, and what treatment has been initiated (frequency and duration)?
- Do animals have ready access to food and water?
- Is the appropriate amount of food pellets or wet feed provided on the cage floor if animals are supplemented for poor health?
- Does wet feed appear to be fresh?
- Do animals have enough clean/dry bedding and is there enough area to move/rest?
- Do singly housed animals or animals housed greater than 90 days have appropriate environmental enrichment devices?
- Are proper bleeding techniques being used (look for signs of eye and/or tail trauma)?

OTHER COMMENTS/CONCERNS:
