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Standard Operating Procedure

1. Purpose

To ensure that all animal housing facilities are managed and maintained according to Public Health Service (PHS) and United States Department of Agriculture (USDA) Animal Welfare Act policies. To ensure that research or teaching activities in the laboratories is conducted according to PHS and USDA policies, and is consistent with the Principal Investigator's (PI's) animal care and use protocol.

2. Scope

All facilities housing live, vertebrate animals for research or teaching purposes must be inspected semi-annually by the Institutional Animal Care and Use Committee (IACUC).

All laboratory/study areas where live, vertebrate animals are used for research or teaching must be visited on a routine basis, as described below:

- If laboratory personnel maintain a USDA covered species longer than 12 hours, the laboratory will be visited semi-annually by a minimum of two voting members of the IACUC.
- If a laboratory is used to conduct surgery, the laboratory will be visited semi-annually by a minimum of two voting members of the IACUC.
- If a laboratory holds a non-USDA covered species for longer than 12 hours, the laboratory will be visited semi-annually by a minimum of two voting members of the IACUC.
- If a laboratory does not fall under one of the above categories, but live vertebrate animals are brought to the laboratory, a minimum of two voting members of the IACUC will perform a periodic inspection.

3. Prerequisites

Facility Inspection Preparation Checklist to be reviewed and completed by Principal Investigator (PI) or Facility Manager/Technician in Charge (TIC).

IACUC members should review and familiarize themselves with the Semiannual Program Review and Facility Inspection Checklist.

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4. Responsibilities

Inspection teams for USDA-covered species will include a minimum of two voting members of the IACUC. No IACUC member may be excluded from an inspection in which they wish to participate, unless there is a conflict of interest.

A full copy of each inspection report will be submitted to the IACUC for review/approval and will be included in the semi-annual report to the Institutional Official (IO).

5. Procedure

The Principal Investigator (PI) or Facility Manager/TIC (if applicable) will be notified by the IACUC office of any upcoming scheduled inspections. A Facility Inspection Preparation Checklist will be sent to the PI or Facility Manager/TIC prior to the scheduled inspection.

Some inspections may be conducted “unannounced”, in which case the PI or Facility Manager/TIC will not be notified until the morning of the inspection.

The inspection will be conducted using the Semiannual Program Review and Facility Inspection Checklist and the standards set forth in the Animal Welfare Act Regulations, the *ILAR Guide for the Care and Use for Laboratory Animals*, and the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Testing*.

Deficiencies will be characterized as either minor or significant* and correction plans will be discussed with the PI or Facility Manager/TIC. A report describing each deficiency, including required correction dates, will be sent to the PI or Facility Manager/TIC. The report will also include the required response due dates for any deficiency noted. The PI or Facility Manager/TIC must respond by the due date and list the reasons for the deficiencies occurred and provide a corrective action plan for each deficiency. It is the responsibility of the PI or Facility Manager/TIC to ensure that all deficiencies identified during the inspection are corrected.

The IACUC and the IO will be notified of all significant deficiencies and take appropriate actions, as needed. Any significant deficiency involving USDA-covered species that is not corrected by the specified date will be reported to the USDA within 15 business days following the specified date. Any minor deficiency that is not corrected by the specified date will be reviewed by the IACUC, and necessary action will be determined on a case-by-case basis.

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The completed inspection report will be submitted for review and approval by the IACUC. The PI or Facility Manager/TIC will be provided access to the IACUC approved inspection report. A final copy of the report will be included in the Semi-Annual Program Evaluation.

* Definitions:

- **Significant deficiency** – A situation that is or may be a threat to animal health or safety.
- **Minor deficiency** – A problem for which an immediate solution is not necessary to protect life or prevent distress to an animal.

6. *References*

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition (http://www.nap.edu/catalog.php?record_id=12910).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture (https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition, 2010 (http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf).

7. *Definitions*

1. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
2. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
3. TIC – Technician in Charge – individual designated by Principal Investigator to oversee the laboratory area(s), the animal housing area(s), and the care of the animals housed in a particular department/facility
4. Facility Manager – individual who oversees the laboratory area(s), the housing area(s), and the care of the animals housed in a particular department/facility



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5. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
6. Guide – the *Guide for the Care and use of Laboratory Animals*
7. AWA – Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
8. PHS – Public Health Service – establishes guidelines for the proper care of animals to be used in research
9. USDA – United States Department of Agriculture – responsible for upholding and enforcing the Animal Welfare Act
10. ILAR – Institute for Laboratory Animal Research – provide the *Guide for the Care and Use of Laboratory Animals* to assist institutions in caring for and using animals in ways judged to be scientifically, technically, and humanely appropriate
11. IO – Institutional Official – the person in the organization having the administrative and operational authority to commit institutional resources to ensure that the animal care and use program complies with requirements of the Animal Welfare Act and Regulations and PHS Policy
12. Facility Inspection Preparation Checklist
13. Semiannual Program Review and Facility Inspection Checklist

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> • New SOP 		
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