

Laboratory Guidelines Checklist

Usage:

Use this checklist to be sure that your laboratory is in compliance.

Useful Phone Numbers:

ACO:	713.743.9199
Bio Safety:	713.743.1200
Chemical Safety:	713.743.5869
Radiation Safety:	713.743.5870
IACUC Office	713.743.9252

Make sure **Animal Protocol/s** are readily available to all personnel listed on protocol and contain accurate information including:

- list all personnel currently manipulating animals
- list current contact numbers for PI and secondary contact person
- list all locations (room number and bldg) outside of ACO where the animals are manipulated
- list all of the animal manipulations being done to the animals-including all drugs, special diets, euthanasia methods, strains, surgeries or other procedures such as injections

Make sure **Personnel:**

- have taken the appropriate institutional animal research training courses
- have received additional training as needed to conduct animal manipulations
- are aware of the occupational hazards associated with animals and the research, and are taking proper precautions to minimize them. At a minimum, this includes wearing gloves and a dedicated lab coat when handling animals
- are aware of who to contact regarding animal welfare concerns and that they can do so to MySafeCampus.com (also 1.800.716.9007) and/or the IACUC office (X39252)
- are aware of the most current IACUC requirements (SOPs) for: Tumor Monitoring, Toe C if used in your protocol (see IACUC website)

Regarding **Security**, make sure that:

- the laboratory door is closed while animals are present in the laboratory
- visitors to the lab are legitimate and are informed of the benefits of the research,
- all possible measures are taken to minimize discomfort to the animal
- only personnel on an approved protocol have access to the animal housing facility

Regarding **Animal Anesthesia**, make sure that:

- personnel are present and monitoring/supporting the animal during the anesthesia period. Written records of anesthesia monitoring are kept on large animal procedures.
- proper provisions are taken in order to minimize heat loss during the anesthesia period
- gas anesthesia vaporizers are serviced annually

Regarding **Drugs and Supplies**, make sure that:

- drugs and supplies used on animals have not expired
- controlled drugs are properly stored and required records are maintained

Regarding **Rodent Survival Surgery**, make sure that:

- it is done aseptically (sterile gloves, drape, instruments, sutures, implantables)
- it is performed in a dedicated section of the lab that has been disinfected prior to the initiation of surgery
- rodents are not returned to housing until they are able to move about the cage
- postoperatively, the animals are observed daily for a minimum of 3 days for possible surgical complications including discomfort or signs of infection
- anesthetics and analgesics are provided as outlined on the protocol. This is also documented in the research notebook or animal record.
- proper sterilization procedures are in place, including a means to monitor the effectiveness of the sterilization in the case of autoclaving and gas sterilization. IV injections are done with sterile needles, syringes and solutions. Cold sterilization procedures should follow manufacturer's recommendations.

Be sure that **Animals**:

- are housed in an approved housing facility. They are never to be outside these facilities for periods that exceed 12 hours without approval from the Institutional Animal Care and Use Committee.
- are manipulated in an area that is clean and orderly
- have complete and accurate cage card information including PI, protocol number, date of arrival, strain and vendor
- on breeding protocols, animals are weaned according to the approved animal protocol
- are transferred to the laboratories via freight elevators and in secured and covered cages

Regarding **Laboratory Safety**, make sure that:

- hazardous agents are identified, handled, stored and disposed of properly
- sharps containers are available
- hazards are clearly identified in a room posting and the use of protective clothing and equipment is enforced
- personnel know how to access MSDS information
- hoods used for protection of personnel and environment have current inspection dates
- gas cylinders are immobilized
- anesthetic gases are scavenged
- carcasses are disposed of properly

Regarding **Testing Procedures**, make sure that:

- personnel are present during testing and are routinely assessing the welfare of the animals during the testing procedure
- if testing NHP's, personnel are wearing protective wear when in close proximity to the animals or handling contaminated items
- testing devices, testing chambers, transport cages and primate chairs are routinely sanitized between animals
- there are standard operating procedures in place for routinely sanitizing the testing room
- if a protocol involves water or food restriction, daily records of water and food intake and weekly records of animal weights are kept