

## Ever Wondered How to Prepare for the IACUC's Semi-Annual Inspections?

The following are a few tips that can help you maintain compliance:

- Make sure that all personnel working with animals know what is approved in your protocol(s). Copies of the approved IACUC protocol and any amendments to it should be readily available for all project staff to reference.
- Watch out for “protocol drift,” or the implementation of protocol changes without IACUC approval. The following are some examples of “protocol drift:”
  - Change in the type of euthanasia or anesthesia;
  - Collecting more blood or tissue or using an altered collection schedule;
  - Change in the type or dose of drug administered;
  - Failure to adhere to endpoints defined in an approved protocol;
  - Involving personnel not listed on the protocol in animal procedures;
  - Conducting pilot studies or practicing procedures without prior IACUC approval.
- Make sure everyone wears the appropriate PPE when handling animals.
- Records, records, records (or “If it isn't written down, it didn't happen.”):
  - Keep records of intra-operative monitoring, surgery, anesthesia, neuromuscular blocking agent monitoring, and controlled substance use.
  - Keep post-procedural monitoring (post-surgery, post-anesthesia) records.
  - Other medical records.
- For animals owned/leased by CSU and cared for by personnel outside LAR, be sure all animals have received all necessary routine husbandry, and all personnel know and follow established SOPs for the provision of such care.
- Be sure you have records for all equipment certifications, tests, or maintenance such as biosafety cabinet certification, eyewash function checks, and anesthetic vaporizer calibration.
- Make sure all staff have the training they need, including training in animal procedures (offered by LAR and the UV) and in biosafety and environmental safety (through EHS).
- Check your lab for any expired anesthetics, analgesics or other drugs and supplies.
  - Be sure that you have a system in place to track expiration dates of drugs and supplies used on research animals.
  - No expired analgesics or anesthetics may be used on research animals.
  - If expired materials are kept for use, ensure that you have obtained IACUC approval, and the materials are appropriately labeled (see <http://web.research.colostate.edu/ricro/documents/acuc/expired.materials.12.09.08.pdf>).
- Be sure all lab safety procedures are being followed including:
  - All gas tanks are secured.
  - Sharps containers are used properly (no recapped needles) and emptied in a timely fashion.
  - Controlled drugs are locked up.
- Make sure all individuals know how they can report concerns regarding animal welfare and that they will be protected from reprisal if they do report concerns.
  - Post the “Reporting Animal Welfare Concerns” signs in animal areas.