

**Guidelines for Animal Facility Inspections
Institutional Animal Care and Use Committee
Northern Michigan University**

Date: 9/2/2008

For Inspectors

Preparation for Animal Facility or Laboratory Inspection

Prior to conducting an inspection, the inspector should review the following:

- Entry and exit restrictions in areas to be inspected
- Previous inspection findings or deficiency history in areas to be inspected
- IACUC protocols approved for use in areas to be inspected
- Consult the Guide for the Care and Use of Laboratory Animals (pp. 38-41) for standards on quality, storage, and provision of water, food, bedding, medications, and other supplies
- Arrange, if feasible, an inspection date and time when the investigator(s) is available for any questions the inspector may have.

Conducting the inspection

The inspection should be conducted by two or more IACUC members simultaneously. Inspectors must use the Animal Facility and Laboratory Inspection Checklist when conducting these inspections.

Reporting inspection findings:

An inspection report must be submitted to the Chair of IACUC. The Chair of IACUC will then submit the findings from the report to the Institutional Officer.

The report should list the deficiencies found and categorize these deficiencies as Major or Minor. Major deficiencies are those that jeopardize the health and well being of animals in the facility and must, therefore, be resolved quickly. Inspectors are encouraged to communicate with principal investigators to insure the accuracy of this report as well as to develop a reasonable time line for the deficiencies to be resolved. If the deadline set for resolving these deficiencies is not met, then, according to Animal Welfare Act Regulations, the Principal Investigator will have 15 days to resolve the matter before a report must be filed to the USDA or OLAW. Further, the IACUC will suspend all animal research activities associated with the deficiency.

For Principal Investigators

Principal Investigators are encouraged to be present while an inspection takes place, in order to answer questions and discuss concerns with the inspectors. This is especially important with inspection items that may not be applicable to a certain project. A reasonable deadline for resolving any deficiencies must be developed, preferably through consulting with the animal facility inspectors or the IACUC Chair. Principal investigators are allowed to respond to any deficiencies that are raised in the report and these responses will be discussed, and potentially reconsidered, at the next IACUC meeting.