



**Policy Title: Inspect Animal Facilities**  
**Category: Animal Care and Use**  
**Policy Number: 112**  
**Sponsor: Vice President for Research**  
**Effective Date: January 2, 2006**

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**INTRODUCTION AND PURPOSE.** This document describes the specific IACUC function of inspecting the University's animal facilities.

**SCOPE AND APPLICABILITY.** This document applies to all employees and others who are authorized to conduct activities involving animals at the University.

**POLICY STATEMENTS.**

The IACUC will inspect, at least once every six months, the University's animal facilities, using USDA regulations and the Guide as a basis for this evaluation.

**DEFINITIONS.**

*Animal.* The term "animal" means any live vertebrate animal used or intended for use in research, research training, experimentation, teaching, testing, or exhibition.

*Animal facilities.* Animal facilities are the buildings, rooms, areas, enclosures, and/or vehicles used for animal confinement, transport, maintenance, breeding, or experiments inclusive of surgical manipulation.

*Guide.* The "Guide" refers to the *Guide for the Care and Use of Laboratory Animals*, National Academy Press 1996, Washington D.C., or succeeding revised editions.

**PROCEDURES.**

1. **Timing of Review.** The reviews will be semi-annual and shall be conducted during the month of February and again during the month of August of each year, unless an exception is granted by the Vice President for Research based on extraordinary circumstances. This review will normally coincide with the semi-annual program review.

2. **Subcommittee to Conduct Review.**

- a. During the month that precedes the month in which the review must be conducted (i.e. January and July), the Chair of the IACUC shall create a subcommittee of at least two current members of the IACUC to conduct this inspection. Any member of the IACUC who wishes to participate in the subcommittee to conduct a particular semi-annual inspection must so inform the Chair of the IACUC prior to the first day of the month in which that inspection is to be conducted; upon which that member will be allowed to participate.

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- b. Upon the approval of the Chair of the IACUC and the Vice President for Research, ad hoc consultants may be utilized to assist in conducting the inspection.
  - c. The subcommittee designated to conduct this inspection also may conduct the semi-annual program review.
3. Basis for Review. This inspection shall consist of comparing the existing animal facility and relevant policies with the federal requirements (i.e. the relevant USDA regulations and the Guide). A checklist will be used as a tool to assist in conducting this inspection.
4. Report of Animal Facilities Inspection. Upon completion of the inspection, the subcommittee will prepare a written report as described in the Animal Care and Use Policy entitled “Prepare and Submit Reports.”