Jackson State University

IACUC SEMI-ANNUAL PROGRAM REVIEW FORM CHECKLIST

	CHECKLIST	
Reviewer:		

Date(s) of Review for Animal Care and Use Program: (Date)

Key: NA = Not applicable, A = Acceptable, M = Minor Deficiency, S = Significant Deficiency

Line #	Check list number and item description	NA	A	M	S
	I. IACUC POLICIES AND RESPONSIBILITIES				
1	IACUC Membership and Functions:				
2	At least 5 members, appointed by the IO for 3 year renewable terms				
3	Members include, scientist, non-scientist, and non-affiliated				
4	Report submission to the Institutional Official (IO) when appropriate				
5	Responsible for oversight and evaluation of institution's program				
6	IACUC conducts semiannual evaluations of the animal care and use program at JSU				
7	Conducts semiannual inspections of all animal facilities, laboratory and other procedure areas, and rooms that hold animal more than 12 hours				
8	IACUC semi-annual review includes all areas where animals are housed more than 12 hours, and all areas where procedures on animals are performed.				
9	A veterinary consult is provided prior to IACUC review of protocols				
10	Procedures in place for review and approval of research performed at JSU				
11	Procedures in place for review and approval of significant changes to protocols before work begins				
12	Policies for special procedures (e.g. multiple surgeries, restraint)				
13	Program/procedures in place for use of hazardous agents in animal research				
14	IACUC has procedures in place to review and investigate internal or external concerns about animal care and use				
15	IACUC has procedures in place to prevent reprisals against whistle blowers who report potential deficiencies in the animal care and use program, and to protect anonymity to the extent required by law				
16	IACUC has procedures in place for suspension of animal activities				
	II. IACUC REPORTING REQUIREMENTS				
17	IACUC minutes meet formatting requirements.				
	IACUC minutes are submitted for review by the Committee				
19	Semiannual reports are reviewed and signed by IACUC personnel after approval				
20	Semiannual Reports are submitted to the IO within 60 days of review				
21	Minority IACUC opinions are included in semi-annual reports				
22	Significant deficiencies are distinguished from minor deficiencies in semi- annual report				
23	The semi-annual report include a plan and schedule with dates for correction of all deficiencies				

24	IACUC promptly notifies PHS of instances of significant non-compliance		
	IACUC promptly notifies PHS of suspensions of protocols		
26	IACUC notifies PHS within 15 days of failure to correct major deficiencies		
	III. IACUC RECORDS REQUIREMENTS		
27	Minutes of IACUC meetings and semi-annual reports kept 3 years		
28	IACUC documents kept 3 years after end of study		
29	All PHS, other reports and correspondence related to the animal care and use		
	program are maintained at least three years		
	IV. PERSONNEL QUALIFICATIONS AND TRAINING		
30	Training program content is appropriate for type of research conducted and		
	species utilized		
31	Station has established and implemented an effective training program		
32	Includes professional/management/supervisory personnel		
33	Includes animal care personnel		
34	Includes investigators, instructors, technicians, trainees, students		
35	Includes humane practices of animal care (e.g. housing, husbandry, handling)		
36	Includes humane practices of animal use (e.g. procedures, anesthesia, surgery)		
37	Includes research methods that minimize animal numbers		
38	Includes research methods that minimize animal pain or distress		
39	Includes use of hazardous agents and access to OSHA hazard notices		
	V. OCCUPATIONAL HEALTH AND SAFETY OF PERSONNEL		
40	OHSP Program is established and fully compliant		
41	Covers all personnel who work in laboratory animal facilities		
42	Institution provides laundry service, uniforms, and all personal protective		
	equipment needed free of charge to employees		
43	OHSP program is based upon hazard identification and risk assessment		
44	Personnel training is provided as is appropriate for species used, and hazardous		
	agents used (e.g. hazards, special precautions)		
45	Husbandry and technical staff understand and use proper personal hygiene		
	procedures during work (e.g. work clothing, laboratory policies)		
46	Procedures in place for proper use, storage, and disposal of hazardous materials		
47	Procedures in place to provide appropriate personnel protective equipment such		
	as masks, respirators, gowns, eye protection, boots, etc.		
48	Program in place for medical evaluation and/or preventive medicine based upon		
	risk		
49	A pre-employment evaluation is offered to employees to make sure the		
	workplace does not pose unnecessary risks		
50	Immunizations offered are appropriate (e.g. rabies, tetanus)		
51	Procedures are in place for reporting and treating injuries, including bites, etc.		

Comments:

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