

IACUC SEMI-ANNUAL PROGRAM REVIEW FORM 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.				
18	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				
25	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: