

AAALAC 2021 Readiness Checklist

Start of Block: LARC procedure space

Who is the PI for your lab? Provide first and last name.

Who are the contact individuals for this lab regarding AAALAC questions or concerns? Please provide names and emails of up to 3 people.

Please indicate the point person for the visit (November 1st - 4th) and provide a cell phone number for them.

The following questions refer to your LARC procedure spaces

Does your lab conduct procedures in LARC procedure spaces?

- Yes
- No
-

Has clutter been removed from all LARC procedure spaces used by your lab?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
- I need help on this topic. Please have the IACUC contact me.
-

Are these LARC procedure spaces clean and tidy?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you use a NON-LARC isoflurane anesthesia machine in LARC space?

- Yes
 - No
-

Does this isoflurane anesthesia machine have a current certification date (within the last 12 months)?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are all materials in your LARC procedure space sanitizable?

Non-sanitizable materials (including cardboard, styrofoam, and corkboard) must be stored off of the floor, or stored in plastic sealed containers. Discard any of these materials that are not currently in use.

Cloth chairs are not sanitizable and therefore should not be used in ANY area where animals may be present.

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are all containers labeled with the full (not abbreviated) agent names?

If an agent is a chemical, is the Safety Data Sheet (SDS) available?

Are all large volume chemical agents in your LARC procedure space (1 gallon or greater), including bleach, formalin, etc., stored in secondary containment (e.g., tubs)?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Have all instruments and equipment in your LARC procedure space been cleaned? Rusty materials (including scissors and surgical instruments) must be discarded.

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Have all materials in your LARC procedure space (including those in drawers, cabinets, refrigerators, and freezers) been labeled with AGENT NAME, LAB NAME, and EXPIRATION DATE?

Materials NOT for use in animals MUST be labeled as such or placed in a designated area labeled as NOT FOR ANIMAL USE.

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Have all expired materials (including those in drawers, cabinets, refrigerators, and freezers) in your LARC procedure space been removed and discarded?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Have all sharps in your LARC procedure space (including razor blades and uncapped needles) been stored safely or disposed of?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Is all special feed in your LARC procedure space labeled with FEED NAME, LAB NAME, and EXPIRATION DATE? All expired feed MUST be discarded.

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
- I need help on this topic. Please have the IACUC contact me.
- N/A (We do not use special feed.)

End of Block: LARC procedure space

Start of Block: Lab procedure space questions

The following questions refer to procedure spaces OUTSIDE of LARC.

Does your lab conduct animal procedures outside of LARC procedure spaces?

- Yes
 - No
-

Has clutter been removed from all procedure spaces outside of LARC?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are these procedure spaces outside of LARC clean and tidy?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you use a NON-LARC isoflurane anesthesia machine outside of LARC?

- Yes
 - No
-

Does this isoflurane anesthesia machine have a current certification date (within the last 12 months)?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are all materials in your procedure space outside of LARC sanitizable?

Non-sanitizable materials (including cardboard, styrofoam, and corkboard) must be stored off of the floor, or stored in plastic sealed containers. Discard any of these materials that are not currently in use.

Cloth chairs are not sanitizable and therefore should not be used in ANY area where animals may be present.

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are all containers labeled with the full (not abbreviated) agent name?

If the agent is a chemical, is a Safety Data Sheet (SDS) available?

Are all large volume chemical agents in your procedure space outside of LARC (1 gallon or greater), including bleach, formalin, etc., stored in secondary containment (e.g., tubs)?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Have all instruments and equipment in your procedure space outside of LARC been cleaned? Rusty materials (including scissors and surgical instruments) must be discarded.

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Have all materials in your procedure space outside of LARC (including those in drawers, cabinets, refrigerators, and freezers) been labeled with AGENT NAME, LAB NAME, and EXPIRATION DATE?

Materials NOT for use in animals MUST be labeled as such or placed in a designated area labeled as NOT FOR ANIMAL USE.

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Have all expired materials (including those in drawers, cabinets, refrigerators, and freezers) in your procedure space outside of LARC been removed and discarded?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Have all sharps in your procedure space outside of LARC (including razor blades and uncapped needles) been safely stored or disposed of?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Is all special feed in your procedure space outside of LARC labeled with FEED NAME, LAB NAME, and EXPIRATION DATE? All expired feed MUST be discarded.

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
 - N/A (We do not use special feed.)
-

Does your lab have an autoclave outside of LARC?

- Yes
 - No
-

Does your lab have a validation procedure in place for your autoclave, with records available for review or inspection?

Validation is required on at least a quarterly basis, and these records must be available for inspection on request.

A common method of validation is the use of biological indicators. For further information: <https://iacuc.ucsf.edu/sites/iacuc.ucsf.edu/files/wysiwyg/Autoclave%20Quality%20Control%20Measures%20-FINAL%205.31.16.pdf>

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

End of Block: Lab procedure space questions

Start of Block: Safety

The following questions refer to human safety.

Are there recapped needles in the sharps container?

- Yes, I will retrain my lab members on not recapping needles before disposal.
 - No. Our lab never recaps needles before disposal.
 - We feel recapping for disposal is essential to conducting our research. We will contact EHS for guidance.
-

Do you have lasers in your lab or LARC spaces?

- Yes
 - No
-

Does the displayed signage on the door always make it clear whether the laser is on or off?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have IACUC contact me.
-

Is eye protection for laser use (if required) available at all times?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have IACUC contact me.
-

Do you use Risk Group 2 biohazardous materials (including primary human cells or tissues) in animals?

Yes

No

Are these cages housed in a designated ABSL2 room? Do you follow the PPE requirement on the door?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Are all cages labeled with a RED BIOHAZARD sticker on the cage card, with the name of the bioagent and date of administration on it?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Does your lab administer biological toxins (pertussis, diphtheria, etc.) to your animals?

Yes

No

Are all animal cages labeled with the appropriate toxin label (black and white) on the cage card with the TOXIN NAME and DATE ADMINISTERED for SEVEN days after last administration?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Is all care such as cage change, medical treatments, and food/water supplies provided to these animals by the lab during and for SEVEN days after the final administration?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

If a cage change is needed, are these cages changed in a biosafety cabinet, with bedding disposed of as biohazardous waste (red bag, picked up by Stericycle), and cages rinsed with 10% bleach before washing?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Seven days after the final toxin administration, are the toxin labels removed, cages changed in a biosafety cabinet, bedding disposed of as biohazardous waste (red bag, picked up by Stericycle), and cages rinsed with 10% bleach before washing?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Does your lab administer Particularly Hazardous Chemicals (tamoxifen, 5-FU, urethane, doxorubicin, ENU, cisplatin, streptozotocin, MPTP, 4-NQO, or asbestos) to your animals?

- Yes
 - No
-

Are all animal cages labeled with the appropriate chemical hazard label (yellow) with the CHEMICAL HAZARD NAME and DATE of ADMINISTRATION for SEVEN days after final administration?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
- I need help on this topic. Please have the IACUC contact me.

Is all care such as cage change, medical treatments, and food/water supplies provided to these animals by the lab during and for SEVEN days after the final administration?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

If a cage change is needed, are these cages changed in a fume hood or biological safety cabinet with bedding disposed of (clear bag, deposited in LARC chemical waste pickup location or call EHS for pickup), and cages rinsed with 10% bleach before washing?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Seven days after final PHC administration, are the labels removed, cages changed in a fume hood or biological safety cabinet, bedding disposed of as chemical waste (clear bag, deposited in LARC chemical waste pickup location or call EHS for pickup), and cages rinsed with 10% bleach before washing?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Does your lab administer Risk Group 2 VIRAL VECTORS (lentivirus, adenovirus, etc.) to your animals?

(If you only use adeno-associated viral vectors, answer 'No' to this question.)

Yes

No

Are all animal cages labeled with the appropriate biohazard label (red) with the VIRAL VECTOR NAME and DATE ADMINISTERED for TWO days after final administration?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you know where your animals should be housed after administration? (This may be in an ABSL2 Viral shedding room, procedure room, or housing room, depending upon your facility - ask LARC if you aren't certain!)

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

TWO days after final administration, are cages changed in a biosafety cabinet, with bedding disposed of as biohazardous waste (red bag, picked up by Stericycle), and label removed from cage card?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Does your lab administer Risk Group 2 INFECTIOUS AGENTS (Staphylococcus aureus, Influenza virus, etc.) to animals?

(If you only use adeno-associated viral vectors, answer 'no' to this question.)

- Yes
 - No
-

Are all animal cages labeled with the appropriate biohazard label (red) on cage card with INFECTIOUS AGENT NAME and DATE ADMINISTERED?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you know where your animals should be housed after administration? (This must be in a ABSL2 room - ask LARC if you aren't certain!)

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

End of Block: Safety

Start of Block: Surgery and Anesthesia/Analgesia

The following questions refer to rodent survival surgery.

Does your lab perform survival surgery in rodents?

- Yes
 - No
-

Is your surgery location neat, tidy, and uncluttered?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are there separate, clearly delineated areas for surgical prep, surgical procedure, and surgical recovery?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Are surgical instruments clean and sterile prior to use in surgery?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Are heating pads or other warming devices used during procedures?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Are surgical records kept, documenting administration of ALL anesthesia and analgesia (including ALL post-operative doses) according to your animal use protocol?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Are animals monitored during anesthesia and surgery, and never left unattended?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Are animals observed during anesthetic recovery until they resume normal ambulation?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do animals receive a green tag on their cage post-surgery?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are animals monitored for a minimum of 2 days post-operatively AND observations documented? (Note: Your protocol may detail monitoring/documentation for > 2 days.)

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

End of Block: Surgery and Anesthesia/Analgesia

Start of Block: Rodent Care

The following questions refer to rodent care.

Do you use rodents in your research?

- Yes
- No

Is all emergency contact information current and posted?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
- I need help on this topic. Please have the IACUC contact me.

Does your lab breed rodents?

Yes

No

Do you wean your cages within 24 hours of notice from LARC or document date of extended weaning as needed on the white weaning tag?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Do you lixit train weanlings and place gel packs into newly weaned cages for additional hydration support (if needed)?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Cages may NEVER contain a new litter and litter of weaning age; this poses a threat for trampling by the older weanlings. This is an URGENT health check - does your lab respond to these URGENT health checks immediately?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

For trio breeders, do you cull your cages to 12 pups by 12 days of age?

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

Do you perform all husbandry duties (Researcher Care) for rodents?

- Yes
- No

Is your model approved for Researcher Care and have you completed the required IACUC training?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
- I need help on this topic. Please have the IACUC contact me.

Do you provide special food or water, or do you change your own rodent cages?

- Yes
- No

Do you perform food or water restriction?

- Yes
- No

Are cages marked with the start/stop date and time for feed/water restrictions?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Have you completed a LARC special request form including the instructions section, obtained LARC approval (signature on the form) and posted it in the housing room?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are all special request monitoring and husbandry duties performed by lab staff according to the protocol requirements and documented on the special request sheet posted in the housing room?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you place pink tags on all of your singly housed rodent cages?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you complete the pink tag with date, reason for single housing, and that additional enrichment has been provided?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you respond to non-urgent health checks within 24 hours (or the time provided to you by LARC veterinary staff)?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you respond to urgent health checks within one hour?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you document all treatments on the yellow card as directed by the rodent health team?

All treatments MUST be documented on the yellow treatment card and the frequency of treatment must be followed. (i.e., three times per week nolvasan treatment MUST be provided three times per week and documented by the lab).

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Do you use equipment that is hand-washed?

- Yes
 - No
-

Do you have a sanitation SOP for hand-washed equipment and LARC has confirmed the procedure is effective (ATP test)?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are all posted signs and notes either laminated or in a plastic sleeve?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
- I need help on this topic. Please have the IACUC contact me.

End of Block: Rodent Care

Start of Block: Fish care

The following questions pertain to fish users.

Do you use fish in your research?

- Yes
- No

Are all current SOPs posted in your lab and housing area?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
- I need help on this topic. Please have the IACUC contact me.

Is all emergency contact information current and posted?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
- I need help on this topic. Please have the IACUC contact me.

Are fish visualized daily? Is this documented?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

If fish are unable to be visualized, are tanks immediately cleaned?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Is water quality (ammonia, nitrates, nitrites) checked and documented according to SOP?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Are water parameters (temperature, pH, general quality) checked daily and documented?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

Is mortality data documented and available?

- Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____
 - I need help on this topic. Please have the IACUC contact me.
-

End of Block: Fish care

Start of Block: IACUC protocol

The following questions pertain to IACUC protocols.

Can you perform procedures that are not in your IACUC approved protocol?

- Definitely not! Every member of the lab knows and understands this information.
 - I need help on this topic. Please have the IACUC contact me.
-

All members on the IACUC approved protocol are required to re-read Sections G (Procedures), I (Analgesic requirements), and J (Adverse Affects and Monitoring).

- Yes, every member of the lab has re-read the above sections.
 - I need help on this topic. Please have the IACUC contact me.
-

End of Block: IACUC protocol

Start of Block: Required Knowledge for All Animal Users

The following questions contain REQUIRED knowledge for ALL animal users.

Do you know the procedure for filing a whistle-blower concern for animal care and use?

All animal welfare concerns are taken seriously by the UCSF IACUC, and they have approved the following instructions and procedures for reporting and following up on all animal care and use concerns. Reports can be submitted on the “UCSF Animal Care and Use Reporting Form”.

Individuals may also report their concerns by phone (415-476-2197; 415-609-8490) or e-mail (iacuc@ucsf.edu). Anonymous reports are acceptable, and all are investigated. Persons reporting concerns are protected from discrimination and reprisal.

Link to all methods of reporting, including anonymous methods: <https://iacuc.ucsf.edu/report-animal-welfare-concern>

- Yes, every member of the lab knows and understands this information.
 - I need help on this topic. Please have the IACUC contact me.
-

Everyone must know who to contact for an exposure to chemicals, toxins or biohazards. Contact the exposure hotline at 415-353-STIC (7842). This line is 24 hours per day.

- Yes, every member of the lab knows and understands this information.
 - I need help on this topic. Please have the IACUC contact me.
-

Every animal user must be enrolled in the Occupational Health program. This means that all animal users are required to complete the Medical Health Screening Questionnaire (MHS) annually. This questionnaire can be accessed through RIO or by contacting publichealthoffice@ucsf.edu.

- Yes, every member of the lab knows and understands this information.
 - I need help on this topic. Please have the IACUC contact me.
-

Surgical masks should never be worn for allergen protection. Individuals with allergy concerns are directed to contact Occupational Health at 415-885-7580.

- Yes, every member of the lab knows and understands this information.
 - I need help on this topic. Please have the IACUC contact me.
-

If you need to wear a respirator for allergen or other exposures, you are required to obtain medical clearance from Occupational Health. You are also required to be fit-tested or trained annually on respirator use by EHS. Contact publichealthoffice@ucsf.edu for questions regarding respirator use.

- Yes. Every member of the lab knows and understands this information.
 - I need help on this topic. Please have the IACUC contact me.
-

Are all administered agents:

1) pharmaceutical grade OR have IACUC approval for use of the non-pharmaceutical grade formulation?

2) securely stored if a controlled substance (e.g., ketamine, buprenorphine)?

3) NOT expired, regularly monitored and properly disposed of prior to expiration? NOTE: Expired items, not used in animals, need to be stored separately from agents used in animals and labelled "not for animal use".

Yes. We have done this and it is under control. (Enter completion date and initials of person responsible.) _____

I need help on this topic. Please have the IACUC contact me.

End of Block: Required Knowledge for All Animal Users
