

AAALAC 2025 Readiness Checklist

Start of Block: LARC procedure space

Q1

A blank PDF copy of the complete survey is available on the IACUC website, Resources tab - <https://iacuc.ucsf.edu/resources>

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

Q103 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.

Q93 The following questions refer to your LARC procedure spaces

Q2 Does your lab conduct procedures in LARC procedure spaces?

Yes (1)

No (2)

Q3 Has clutter been removed from all LARC procedure spaces used by your lab?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q4 Are these LARC procedure spaces clean and tidy?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q5 Do you use a NON-LARC isoflurane anesthesia machine in LARC space?

Yes (1)

No (2)

Q6 Does this isoflurane anesthesia machine have a current certification date (within the last 12 months)?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q120 Is the isoflurane anesthesia machine regularly cleaned and maintained with the appropriate tubing and nose cone, and weighing of charcoal canisters? There should be no tape on the tubing. Canisters should be weighed before and after every anesthesia to ensure that the maximum weight has not been exceeded.

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q121 Does this isoflurane machine have any oxygen concentrator? If so, is this concentrator serviced per manufacturer guidelines?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q7 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q8 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q9 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q10 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q11 Have all expired materials (including those in drawers, cabinets, refrigerators, and freezers) in your LARC procedure space been removed and discarded? 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q12 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q13 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

N/A (We do not use special feed.) (7)

End of Block: LARC procedure space

Start of Block: Lab procedure space questions

Q94 The following questions refer to procedure spaces OUTSIDE of LARC.

Q14 Does your lab conduct animal procedures outside of LARC procedure spaces?

Yes (1)

No (2)

Q15 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.) (1) _____

I need help on this topic. Please have the IACUC contact me. (2)

Q16 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.) (1) _____

I need help on this topic. Please have the IACUC contact me. (2)

Q17 Do you use a NON-LARC isoflurane anesthesia machine outside of LARC?

Yes (1)

No (2)

Q18 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.) (1) _____

I need help on this topic. Please have the IACUC contact me. (2)

Q122 Where is this NON-LARC isoflurane machine located (Building and Room)?

Click to write Choice 1 (1)

Q123 Does this isoflurane anesthesia machine have a current certification date (within the last 12 months)?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q124 Is the isoflurane anesthesia machine regularly cleaned and maintained with the appropriate tubing and nose cone, and weighing of charcoal canisters? There should be no tape on the tubing. Canisters should be weighed before and after every anesthesia to ensure that the maximum weight has not been exceeded.

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q125 Does this isoflurane machine have any oxygen concentrator? If so, is this concentrator serviced per manufacturer guidelines?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q19 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.) (1) _____

I need help on this topic. Please have the IACUC contact me. (2)

Q20 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.) (1) _____

I need help on this topic. Please have the IACUC contact me. (2)

Q21 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.) (1) _____

I need help on this topic. Please have the IACUC contact me. (2)

Q22 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Page Break _____

Q23 Have all expired materials (including those in drawers, cabinets, refrigerators, and freezers) in your procedure space outside of LARC been removed and discarded? This is our most common finding on inspections - please TRIPLE check this.

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q24 Have all sharps in your procedure space outside of LARC (including razor blades and uncapped needles) been stored safely (no exposed sharps) or disposed of?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q25 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

N/A (We do not use special feed.) (7)

Q26 Does your lab have an autoclave outside of LARC?

Yes (23)

No (24)

Q27 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

End of Block: Lab procedure space questions

Start of Block: Safety

Q95 The following questions refer to human safety.

Q34 Are there recapped needles in the sharps container?

Yes, I will retrain my lab members on not recapping needles before disposal. (1)

No. Our lab never recaps needles before disposal. (4)

We feel recapping for disposal is essential to conducting our research. We will contact EHS for guidance. (5)

Q28 Do you have lasers in your lab or LARC spaces?

- Yes (1)
 - No (2)
-

Q29 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.) (1) _____
 - I need help on this topic. Please have IACUC contact me. (2)
-

Q30 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.) (1) _____
 - I need help on this topic. Please have IACUC contact me. (2)
-

Q31 Do you use Risk Group 2 biohazardous materials (including primary human cells or tissues) in animals?

- Yes (1)
 - No (2)
-

Q32 Are these cages housed in a designated ABSL2 room? Do you follow the PPE requirement on the door?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q33 Are all cages labeled with a RED BIOHAZARD sticker (for using Risk Group 2 infectious agents, human tissues, human primary cells, and Risk Group 2 viral vectors)' on the cage card, with the complete name of the bioagent and date of administration on it?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q35 Does your lab administer biological toxins (pertussis, diphtheria, etc.) to your animals?

Yes (1)

No (2)

Q36 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q37 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q38 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q39 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), and cages sprayed with diluted bleach before washing?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q40 Does your lab administer Particularly Hazardous Chemicals (tamoxifen, 5-FU, urethane, doxorubicin, ENU, cisplatin, streptozotocin, MPTP, 4-NQO, or asbestos) to your animals?

Yes (1)

No (2)

Q41 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q42 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q44 Seven days after final PHC administration, are the hazard chemical 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 with drum), and cages sprayed with diluted bleach before washing?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q126 Do all isoflurane users in your lab complete the "Waste Anesthetic Gas (WAG)" training before working with isoflurane and retrain every two years?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q45 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 (1)

No (2)

Q46 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q47 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q48 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? Are the dirty cages rinsed with MB-10/Vimoba before washing?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q104 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 (1)

No (2)

Q108 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q109 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

End of Block: Safety

Start of Block: Surgery and Anesthesia/Analgesia

Q96 The following questions refer to rodent survival surgery.

Q49 Does your lab perform survival surgery in rodents?

Yes (1)

No (2)

Q50 Is your surgery location clean, neat, tidy, organized and uncluttered?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q51 Are there separate, clearly delineated areas for surgical prep, surgical procedure, and surgical recovery?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q52 Are surgical instruments clean and sterile prior to use in surgery?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q53 Are heating pads or other warming devices used during procedures?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q54 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q55 Are animals monitored during anesthesia and surgery, and never left unattended?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q56 Are animals observed during anesthetic recovery until they resume normal ambulation?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q57 Do animals receive a green tag on their cage post-surgery?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q107 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Page Break _____

End of Block: Surgery and Anesthesia/Analgesia

Start of Block: Rodent Care

Q98 The following questions refer to rodent care.

Q58 Do you use rodents in your research?

Yes (28)

No (29)

Q110 Is all emergency contact information current and posted? Please double check these details within each protocol (RIO section D, personnel details) and housing locations.

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q59 Does your lab breed rodents?

Yes (1)

No (2)

Q60 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q61 Do you limit train weanlings and place gel packs into newly weaned cages for additional hydration support (if needed)?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q63 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q64 For trio breeders, do you cull your cages to 12 pups by 12 days of age?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q111 Do you perform all husbandry duties (Researcher Care) for rodents?

Yes (1)

No (2)

Q112 Is your model approved for Researcher Care and have you completed the required IACUC training?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q65 Do you provide special food or water, or do you change your own rodent cages?

Yes (1)

No (2)

Q113 Do you perform food or water restriction?

Yes (1)

No (2)

Q114 Are cages marked with the start/stop date and time for feed/water restrictions?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q127 Are food and water restricted animals weighed and monitored per your approved protocol? Are humane endpoints in your protocol being followed?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q66 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q67 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q68 Do you place pink tags on all of your singly housed rodent cages?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q69 Do you complete the pink tag with date, reason for single housing, and that additional enrichment has been provided?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q70 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q71 Do you respond to urgent health checks within one hour?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q72 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q116 Do you use equipment that is hand-washed?

Yes (1)

No (2)

Q115 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q118 Are all posted signs and notes within housing and animal procedure locations either laminated or in a plastic sleeve?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

End of Block: Rodent Care

Start of Block: Fish care

Q99 The following questions pertain to fish users.

Q73 Do you use fish in your research?

- Yes (1)
 - No (2)
-

Q74 Is your SOP up to date and in alignment with current practices? Are all current SOPs posted in your lab and housing area and uploaded in RIO with your protocol?

- Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

 - I need help on this topic. Please have the IACUC contact me. (x2)
-

Q75 Is all protocol and emergency contact information current and posted? This includes the current PI name, IACUC protocol number, and the names and phone numbers for all emergency contacts.

- Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

 - I need help on this topic. Please have the IACUC contact me. (x2)
-

Q76 Are fish visualized daily, including weekends and holidays? Is this documented and available to LARC and IACUP?

- Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

 - I need help on this topic. Please have the IACUC contact me. (x2)
-

Q77 If fish are unable to be visualized, are tanks immediately cleaned?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q78 Is water quality (ammonia, nitrates, nitrites) checked and documented according to SOP?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q79 Are water parameters (temperature, pH, general quality) checked daily and documented?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q80 Is mortality data documented and available?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q128 Are singly housed fish described in the IACUC-approved protocol? Are they given environmental enrichment as described in the facility SOP?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q129 For genotyping, are fish maintained singly housed for the minimal amount of time that is needed and described in the IACUC-approved protocol?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q130 Do you consult LARC veterinary staff and/or euthanize fish that exhibit health issues? Do you follow humane endpoints that are described in the IACUC-approved protocol or LARC health standards?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q131 Is your food in date (not expired) and stored per manufacturer guidelines?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

Q132 Are you using pharmaceutical grade (FDA-approved) MS-222 (tricaine methanesulphonate) tricaine? Do you follow EHS guidelines for tricaine use and disposal?

Yes. We have done this. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)

I need help on this topic. Please have the IACUC contact me. (x2)

End of Block: Fish care

Start of Block: IACUC protocol

Q100 The following questions pertain to IACUC protocols.

Q85 Can you perform procedures that are not in your IACUC approved protocol?

Definitely not! Every member of the lab knows and understands this information. (1)

I need help on this topic. Please have the IACUC contact me. (2)

Q86 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. (4)

I need help on this topic. Please have the IACUC contact me. (5)

Page Break

Start of Block: Required Knowledge for All Animal Users

Q101 The following questions contain REQUIRED knowledge for ALL animal users.

Q87 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. (1)
 - I need help on this topic. Please have the IACUC contact me. (2)
-

Q88 Everyone must know who to contact for an animal bite, exposure to chemicals, toxins or biohazards. Contact the exposure hotline at 415-353-STIC (7842). This line is 24 hours per day, 7 days per week.

- Yes, every member of the lab knows and understands this information. (4)
 - I need help on this topic. Please have the IACUC contact me. (5)
-

Q89 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. (1)
 - I need help on this topic. Please have the IACUC contact me. (2)
-

Q90 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. (1)
 - I need help on this topic. Please have the IACUC contact me. (2)
-

Q91 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. (1)
 - I need help on this topic. Please have the IACUC contact me. (2)
-

Q119 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. It is under control, and we have a plan in place to manage this need going forward. (Enter completion date and initials of person responsible.) (x1)
-

- I need help on this topic. Please have the IACUC contact me. (x2)