Austin Peay State University IACUC
Semi-Annual Program Review Checklist

Date:	A	M	S
1. IACUC MEMBERSHIP AND FUNCTIONS			
At least 5 members, appointed by CEO			
Members include veterinarian, scientist, non-scientist, and non-affiliated, non-lab animal user			
Responsible for oversight and evaluation of institution's program			
Reports to Institutional Official (IO)			
Conducts semi-annual evaluations of institutional animal facilities			
Reviews and investigates concerns about animal care and use at institution			
Procedures for review, approval and suspension of animal activities			
Procedures for review & approval of significant changes to approved activities			
Policies for special procedures (e.g. restraint, multiple survival surgery, fluid restriction)			
2. IACUC RECORDS AND REPORTING REQUIREMENTS			
Reports to Institutional Official (IO)			
Reports of semi-annual program reviews & facility inspections are submitted to IO			
Include minority IACUC views			
Describe departures from Guide or PHS Policy and reasons for departure			
Distinguish significant from minor deficiencies			
Include plan and schedule for correction of each deficiency identified			
Reports to Office of Laboratory Animal Welfare			
Reports include any minority IACUC views			
Annual report to OLAW documents program changes & dates of IACUC semi-annual review			
Promptly advises OLAW of serious/ongoing *Guide* deviations or PHS Policy non-compliance			
Promptly advises OLAW of any suspension of activity by the IACUC			
Reports to United States Department of Agriculture (USDA)			
Annual report contains required information			
Reporting mechanism in place for IACUC – approved exceptions to the regulations and standards			
Reports within 15 days failure to adhere to timetable for correction of deficiencies			
Reports suspension of activity by the IACUC to USDA and any Federal funding agency			
Records			
Minutes of IACUC meetings and semi-annual reports maintained for 3 years.			
IACUC review documentation maintained for 3 years after end of study			
IACUC review of activities involving animals includes all required information			
3. VETERINARY CARE (See also next section – Veterinary Medical Care)			
Institutional arrangement for veterinarian with training or experience in lab animal medicine			
Veterinary access to all animals			
Provision for back-up veterinary care			
Must provide guidance on handling, immobilization, sedation, analgesia, anesthesia, euthanasia			
Must provide guidance/oversight on surgery programs and oversight of post-surgical care			
Veterinary authority to oversee all aspects of animal care and use			

IACUC Semi-Annual Program Review Checklist Continued… | Date:	A	M	S
4. PERSONNEL QUALIFICATIONS AND TRAINING			
Institution has established and implemented an effective training program			
Includes professional/management/supervisory personnel			
Includes animal care personnel			
Includes research investigators, instructors, technicians, trainees, students			
Training Program Content			
Humane practices of animal care (e.g. housing, husbandry, handling)			
Humane practices of animal use (e.g. research procedures, use of anesthesia, pre- & post-operative care			
Research/testing methods that minimize numbers necessary to obtain valid results			
Research/testing methods that minimize animal pain or distress			
Use of hazardous agents, including access to OSHA chemical hazard notices where applicable			
5. OCCUPATIONAL HEALTH AND SAFETY OF PERSONNEL			
Institutional program for a safe and healthy workplace			
Program is established and implemented			
Covers *all* personnel who work in laboratory animal facilities			
Based on hazard identification and risk assessment			
Personnel training (e.g. zoonosis, hazards, pregnancy/illness/immuno-suppression precautions			
Personal hygiene procedures (e.g., work clothing, eating/drinking/smoking policies)			
Procedures for use, storage & disposal of hazardous biologic, chemical, and physical agents			
Specific procedures for personnel protection (e.g., shower/change facilities, injury prevention)			
Program for medical evaluation and preventive medicine for personnel			
Pre-employment evaluation including health history			
Immunizations as appropriate (e.g. rabies, tetanus) & tests			
Zoonosis surveillance as appropriate (e.g. Q-fever, tularemia, Hantavirus, plague			
Procedures for reporting and treating injuries, including bites, etc.			
Special precautions for personnel who work with primates			
Tuberculosis screening includes all exposed personnel			
Training and implementation of procedures for bites & scratches			
Education regarding *Cercopithecine herpes virus 1* (Herpes B)			
Notes:			

* ***A = Acceptable; M = Minor Deficiency; S = Significant Deficiency*** *(is or may be a threat to animal health or safety)*