TITLE: IACUC Inspection Procedures

PURPOSE: To describe the requirements and procedures for IACUC inspection of areas where animal activities occur

REVIEW/REVISIONS: IACUC Office staff will review and revise this SOP as needed.

PROCEDURES:

1. Semi-annual Inspections

a. The IACUC will determine the locations which meet inspection criteria and the best means of conducting the above evaluations, but at a minimum the IACUC will inspect locations where animals are housed or held for over 12 hours and areas where surgery (survival or non-survival) is performed on animals. All locations where non-human primates are used are also inspected, regardless of length of time animals are used or which procedures are performed in those locations.
b. PIs will be notified of the scheduled inspection date and time.
c. Any IACUC member wishing to participate in the inspection will be included.
d. The IACUC will use inspection teams composed of at least two IACUC members to conduct inspections of locations covered under our PHS Assurance. Areas that are not included in our PHS assurance and where non-PHS-funded animal activities occur will be inspected by at least one member of the IACUC. Ad hoc consultants may also participate in any IACUC inspection, in addition to the appropriate number of IACUC members. Inspection findings will be documented on an IACUC Facility Inspection Form.
e. The PI, and other relevant protocol personnel, will be contacted by the IACUC office after the inspection with any findings reported on the IACUC Facility Inspection Form.
f. The PI will be given the opportunity to respond to the inspection findings.
g. All inspection findings and PI responses will be presented to the full committee at the next IACUC Semi-Annual Program Review meeting. The IACUC will determine whether each inspection finding represents a significant or minor deficiency, as well as a reasonable and specific plan and timeline to correct deficiencies. The plan will then be provided to the PI for response, if not already corrected.
h. Semi-annual inspection findings are reported to the Institutional Official as part of the semi-annual program review report.
i. The IACUC and/or the IO will determine whether significant inspection findings must be reported to regulatory agencies such as the USDA, OLAW or AAALAC, and the PI will be notified if this occurs.
j. Failure of the PI to address inspection findings determined to be significant and/or reportable (see 1g. above) within the deadline determined by the IACUC must be reported to regulatory agencies by the Institutional Official within 15 days. Re-inspections will be scheduled for all locations with significant inspection findings.

2. Other Inspections

a. Inspections may be performed at any time between, or in addition to, scheduled semi-annual inspections for various reasons, including:
   • Pre-inspection of a new PI, a new location, or a new activity for an approved protocol, e.g., rodent survival surgery.
   • Re-inspection to ensure previously identified deficiencies are corrected.
   • Post-approval monitoring to provide guidance and ensure continued adherence to all regulations.
   • To investigate reports of non-compliance with the AWAR, PHS Policy, institutional requirements and/or animal welfare concerns.
b. Inspections may be scheduled or unannounced, depending upon the reason for the inspection.

c. Inspection findings will be documented in writing in an appropriate format.

d. Inspection results will be provided to the PI in writing.

e. The PI must respond to the written inspection report in writing, correct deficiencies, and be available for re-inspection. The IACUC will provide a reasonable and specific plan (including schedule of dates) to correct deficiencies.

f. If significant deficiencies remain uncorrected beyond the scheduled dates identified, the IACUC must report these outstanding deficiencies to the IO, who in turn will report them to USDA and/or OLAW within 15 working days.