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**Valdosta State University Institutional Animal Care & Use Committee**

**Standard Operating Procedure Number 008**

**INSPECTION OF ANIMAL FACILITIES AND ANIMAL USE LOCATIONS**

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**PURPOSE:** This Standard Operating Procedure (SOP) outlines the procedures and defines the ratings to be used when the IACUC conducts its semiannual inspections of the Animal Facility in the Hugh C. Bailey Science Center and any other locations in which animals are being held at the time of the inspection and/or used under a current protocol.

**SEMI-ANNUAL FACILITY AND ANIMAL USE LOCATION INSPECTION PROCEDURES:**

1. The IACUC has established a facility inspection report form. Modifications to this form may be discussed and approved by the IACUC at a convened meeting at any time such modifications are deemed necessary and prudent and a quorum is present.
2. Facility inspections shall be conducted at least every six (6) months in accordance with the Guide.
3. All approved animal facilities and laboratories in which animals are being housed or used under a current protocol will be inspected. Field sites at which animals are not housed or other sites where animals are housed by another organization are not included in the IACUC's facility inspections.
4. IACUC members will address each item on the inspection report form through visual inspection and, as necessary, will seek additional information from Protocol Principal Investigators (PIs) and other University units so that the item may be rated.
5. IACUC members present at the inspection will come to a consensus on the rating that should be assigned to each item. The consensus opinion, as well as any minority opinions, will be recorded. The IACUC Administrator or his/her designee (e.g. Research Compliance Specialist) will serve as recorder.
6. Ratings are defined as follows:
  - ◆ Acceptable (A) – Satisfactory without reservation
  - ◆ Minor Deficiency (M) – A deficiency that is not a potential threat to animal health
  - ◆ Significant Deficiency (S) – A deficiency that is or may be a potential threat to animal health or ongoing inattention to a minor deficiency
  - ◆ Not Applicable (NA) – Item is not applicable at the time of this particular inspection
7. If an Adequate is noted, no follow-up is required. If a Minor Deficiency is noted, the IACUC shall identify and record an appropriate corrective strategy, identify a person

responsible for follow-up, and set a target date for correction. If a Significant Deficiency is noted, the IACUC shall identify and record an appropriate corrective strategy, identify a person responsible for follow-up, and set a target date for correction. The IACUC Administrator will prepare the inspection report for review, approval, and signature at the next IACUC meeting. A copy of the approved inspection report will be attached to the semi-annual report to the Institutional Official.

8. The IACUC Chair or the IACUC Administrator will notify the investigator if a deficiency relates to his/her laboratory or specific protocol. The investigator will be asked to submit a corrective action plan and a reasonable timeline for correction and will be required to notify the IACUC Chair and IACUC Administrator when the deficiency is corrected. If the Investigator disagrees with the findings of the IACUC inspection, he/she may file an appeal within fifteen days of notification of the deficiency. Such appeals will be considered by the IACUC on a case-by-case basis at the next convened meeting at which a quorum is present.
9. If a Significant Deficiency is noted, the Institutional Official will be informed immediately. If correction requires a financial outlay, the IACUC Administrator will request support from the Institutional Official. Should significant deficiencies be found that are immediately and seriously jeopardizing the health and safety of the animals, the IACUC may, as necessary, suspend the protocol and assign full responsibility for care of the animals to the Attending Veterinarian or an appointed designee.
10. The IACUC Chair and/or the IACUC Administrator will monitor progress on correction of each Minor Deficiency and each Significant Deficiency and shall report to the full committee when the deficiency has been remedied. Correction of Significant Deficiencies shall also be reported to the IO. The IACUC Administrator will record on the original inspection report the date that each deficiency was corrected.