

Compliance Checklist for Post-Approval Monitoring Visits

The Protocol and Personnel	Yes	No	N/A
PI and laboratory personnel have the most recent version of the complete protocol, including amendments			
PI and personnel have read and understood the protocol			
Staff members performing the study are approved to perform the procedures			
Are the people performing the study appropriately trained to work with animals			
Are the people involved in the study proficient in recognizing pain or distress in animals			
Emergency, Weekend, and Holiday Contact information are posted? In case of veterinary medical emergency, personnel are aware of who to call during emergencies and off – hours.			

Study Procedures	Yes	No	N/A
Are the animals being studied linked to the protocol being used? Ex. Does the protocol number on the animal's cage card match the protocol being used			
Are the procedures performed consistent with those in the approved protocol			
Lab personnel are appropriately trained to perform these procedures and documentation for this training is available			
Training log for personnel are available			
Are laboratory personnel wearing PPE and/or other attire (e.g., masks and gloves) appropriate for the species and procedures performed (e.g., surgery, use of hazards)			

Anesthesia	Yes	No	N/A
Methods of anesthesia are consistent with the approved protocol			
Are anesthetized animals monitored according to the approved method in the protocol and IACUC guidelines			
Are the animals maintained at an appropriate depth of anesthesia for the procedure performed			
If inhalant anesthetics are used, are they scavenged properly			
Are anesthetic machines routinely serviced and calibrated			

Surgery and Procedures Causing Pain and Distress	Yes	No	N/A
Is terminal surgery performed in a clean, organized area			
Is surgery or any other painful procedure performed in a location that has been approved by the IACUC			
Is the location and method of animal preparation appropriate and in accordance with the approved protocol			
Survival surgery is performed using sterile instruments, sterile gloves, a surgery mask, and aseptic technique			
Appropriate heat source is used to keep the animal warm throughout the procedure			
Incisions are closed appropriately and in accordance with the approved protocol (sutures, staples, and/or tissue glue)			
There is an appropriate recovery area for the animals			

Post-Surgical Care	Yes	No	N/A
Post-surgical care is consistent with the approved protocol			
Are the methods of analgesia (dose, frequency, duration) consistent with the approved protocol			
Are the analgesics in-date and not expired			
Post-surgical (post-procedural) care are adequately documented			

Euthanasia	Yes	No	N/A
Method of euthanasia corresponds with what is approved in the protocol			
Is death assured by performing an appropriate physical method of euthanasia when required			
Are proper methods of carcass/tissue disposal in place			
If performing CO ₂ euthanasia in the laboratory, are the procedures consistent with the 2013 AVMA guidelines (e.g., flow meter and 20% fill rate per minute)			

Record Keeping	Yes	No	N/A
Surgical logs are complete and up to date			
Animals are identified by protocol number and individual numbers or cage cards			
Medication administration is accurately documented			
Medical and post procedure care progress notes are complete, accurate and as described on the protocol			
Injections, blood collections and fluid collections amounts are dated and documented			
Controlled substances records are maintained and accurate			

Laboratory Care/Cleanliness	Yes	No	N/A
Are animal procedural areas sanitized appropriately			
If animals are housed in the laboratory for greater than 12 hours, has the laboratory been approved by the IACUC as a satellite housing area			
Are there any safety issues or other concerns that pose a threat to human or animal safety, or animal welfare			

Drugs	Yes	No	N/A
All drugs are in-date			
Drugs, suture material, and other items used for survival procedure are within the noted package expiration dates			
Expired drugs/materials are appropriately labeled and stored			
Are drugs, food, or other items stored appropriately (away from detergents or other laboratory chemicals)			
Are drugs used formulated as pharmaceutical grade? If not, is the use of non-pharmaceutical grade drugs listed and justified in the IACUC protocol			
Are controlled substances stored appropriately? (i.e., double locked, secured, limited access)			

Laboratory Notes / To do List

Use the space below to write down any questions / concerns that may have arose from your PAM visit