**

**Scientific Procedures Premises Licence audit**

Laboratory animal facility inspection

# Audit details

|  |  |
| --- | --- |
| **License details** | **Details required** |
| License name and number |        |
| License nominee/s |       |
| Animal facility name and location |       |
| Animal facility manager name |       |
| Name of auditors  |       |

# Part A: List of all premises nominated on licence

All areas/rooms listed to be inspected and checked off as either:

• Fit for purpose

• Remove from licence including reason why

• Action required - comment and action to be taken

|  |  |  |  |
| --- | --- | --- | --- |
| **Room** | **Fit for purpose (Y/N)** | **Remove from Licence****Reason** | **Action required****Reason** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

# Part B: Animal facility general checklist to be used at inspection of each animal facility

## Management

| Responsibility  | C/CWR/NC | Comment |
| --- | --- | --- |
| Person with ultimate responsibility  |       |       |
| Are facilities centrally managed |       |       |

## Emergency plans & alarm systems

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Emergency plan in place |       |       |
| Alarm systems present for:* plant (chillers, boilers etc)
* room temperature
* power interruption
* fire / smoke
* individually ventilated cages (IVCs)
 |       |       |
| Alarms:* tested regularly
* notifying correct people
 |       |       |
| Essential services backup tested regularly (generator switchover; chiller switchover) |       |       |
| Fuel present for generator, UPS (uninterrupted power supply) for alarm systems? |       |       |

## Handling and basic procedures

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Training provided to animal house personnel and investigators |       |       |
| Training register |       |       |
| Contemporary practices(Note any retro-orbital bleeding without GA, using animals for Abs production, etc) |       |       |

## Health monitoring

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Appropriate monitoring program |       |       |
| Use of sentinels covered by AEC approval |       |       |
| AEC-approved procedures for prevention, diagnosis and treatment of disease and for quarantine. |       |       |
| Appropriate biosecurity/ biohazard containment (radiation, GM, infectious disease etc) |       |       |

## Transportation

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| AEC-approval transport containers/vehicles where possible. |       |       |
| SOP for domestic/internal and external transportation |       |       |
| Transport containers/vehicles (where possible). |       |       |
| Transport methods and arrangements must:be appropriate for the species and the circumstances:* minimise harm, including pain and distress, arising from factors such as containment, movement, noise, disruption of social groups, and changes in the environment and personnel
* ensure that animals are:
	+ provided with appropriate food and water when necessary
	+ provided with the physical and social environment appropriate for the species
	+ protected from, and treated for, injury and disease.
 |       |       |
| Both suppliers and recipients of animals must ensure that satisfactory delivery procedures are in place, including receipt of the animals by a responsible person, accountability for animal numbers, and adherence to other regulatory codes, such as quarantine. |       |       |
| The sender must ensure that the animals to be transported are in good health. |       |       |
| An assessment of the health and welfare of the animals must be made upon arrival. |       |       |
| Containers for domestic, local and internal transportation of animals must be:* adequately ventilated (with reduced stocking rates in containers with filters)
* vermin- and escape-proof
* durable (including crush-proof)
* sufficiently spacious (higher stocking densities than normal housing may be required to prevent injury)
* provided with appropriate bedding (for thermoregulation and impact absorption)
* clearly labelled.
 |       |       |
| Appropriate transport of pregnant or young animals  |       |       |

## Humane killing

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| The method and procedures used for killing an animal must be humane and:* avoid pain or distress and produce rapid loss of consciousness until death occurs
* be compatible with the purpose and aims of the project or activity
* be appropriate to the species, age, developmental stage and health of the animal
* require minimum restraint of the animal
* be reliable, reproducible and irreversible
* ensure that animals are killed in a quiet, clean environment away from other animals
* ensure that death is established before disposal of the carcass, fetuses, embryos and fertilised eggs
 |       |       |
| Dependent offspring of animals to be killed must be cared for or humanely killed |       |       |
| The procedures must be performed only by competent persons approved as competent by AEC or under direct supervision of a competent person |       |       |

## Records

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| All animals identified (age, sex, strain, species) link to AEC approval  |       |       |
| System of recording of animal breeding implemented |       |       |
| Four retention of animal records |       |       |
| Records and SOPs readily accessible for audit |       |       |

## AEC approval

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| SOP’s |       |       |
| All activities  |       |       |
| Facilities - date of most recent inspection  |       |       |
| Check that breeding of new GM lines are approved by AEC Check that AEC approves transfer from new GM to stock line |       |       |

## New admissions

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Admission of new animals * health and wellbeing of the animals is assessed by a competent person before their admission,
* quarantine and preventive or other health treatment is provided, if appropriate
* appropriate accommodation is available and that animals are transferred to this accommodation without unnecessary delay
* assessing the suitability of the animals for their intended scientific purpose
 |       |       |

\* Please note (take photocopy where possible) of any good examples of monitoring sheets. NB also examples in Lab Code

# Part C: Checklist – Animal Holding Rooms

## Maintenance and hygiene

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Animal rooms/yards/stables:* clean, tidy
* vermin-proof
* in good repair to facilitate effective cleaning (see also Reg 93)
 |       |       |
| Animal bedding appropriately changed so animals kept dry, comfortable, clean unless contraindicated |       |       |
| Secure to avoid escapes* Rodent barriers (as appropriate)
 |       |       |

## Nutrition

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Suitable diet (species, age, stage, intervention level):* Vit C requirements for GPs
 |       |       |
| Food storage (cool, vermin-proof) |       |       |
| Communication re supplementation |       |       |
| Condition score suitable |       |       |
| Feeding consideration for handicapped/young animals |       |       |

## Water

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Potable and available always |       |       |
| Flooding prevented |       |       |
| Water bottles or containers should be sanitised or sterilised. They should be sufficiently transparent to enable water availability to be easily checked  |       |       |
| Automatic watering systems should be serviced and cleaned regularly  |       |       |

## Animal enclosures

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Materials and Design:* Durable, comfortable, good repair, escape-proof
* Safe, comfortable, withstand cleaning agents
* Easy monitoring enabled
* Nesting box for breeding animals
* If wire floor, solid mat also
 |       |       |
| Space requirements:* Adequate space and stocking density for exercise, social stability or single animals, breed, age, growth stage
* See appendix 1 Lab animal code- note exemption for short-term housing of post-weaned/pre-issue animals – note any welfare concerns.
 |       |       |
| Social requirements:* Social housing for social species, justification if not
* Mitigation of isolation or deprivation
 |       |       |
| NHP:Outdoor exercise (see NHMRC guidelines) |       |       |
| Furniture:* Bedding material provided and appropriate
* Nesting material for breeding animals
* Materials –safe, absorbent, low allergenic, non-toxic, non-injurious, free from contaminants and vermin
 |       |       |
|  Labelling: * Special care needs
* Experimental vs stock animals
* Responsible researcher / AEC #
* Emergency contacts (per room or project)
 |       |       |
| Animals able to perform species-specific activities including sufficient exercise |       |       |

## Temperatures

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Room temp recording- daily, Max & MinRoom temperature alarms regularly testedSpecial conditions clearly displayed |       |       |

## Ventilation and air quality

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Draught free, fresh or conditioned air in rooms (approx. 10-20 ACH) or IVCs |       |       |
| HVAC systems regularly serviced, alarmed and tested |       |       |
| Relative Humidity within acceptable range 40-70% |       |       |

## Light

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Max light intensity at 1 m is 350 lux, except albino animals (housing code) |       |       |
| Consider use of light meter at inspection |       |       |
| Opportunity to withdraw to lower light intensities- tunnels, darkened areas/nesting box etc |       |       |
| Periods of daily light and dark provided- photoperiods |       |       |
| Access to natural light, as appropriate (cats, NHP) |       |       |

## Special requirements

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Animals with special requirements identified |       |       |
| The appropriate level of biohazard containment must be used for animals exposed to known infectious agents |       |       |
| Other- biosecurity requirements for some NHPs |       |       |

# Part D: Checklist – Experimental/Procedural Rooms temporarily holding animals

## Maintenance and hygiene

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Room/facilities:* clean, tidy
* vermin-proof
* in good repair to facilitate effective cleaning (see also Reg 93)
 |       |       |
| Floor clear of:* trip hazards
* places for escaped animals to hide
 |       |       |
| Appropriate hygiene practices and sterile techniques/facilities available |       |       |
| Equipment maintenance: * Calibration/service schedule
* Manual available
 |       |       |
| SOPs or equivalent for room maintenance available |       |       |
| Room secure to avoid escapes |       |       |
| Room/facilities booking history available |       |       |
| Drugs – appropriate storage (refrigeration if required – within use by date ) – this is new |       |       |

## Temperature

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Room temp recording- daily, Max & Min |       |       |
| Room temperature alarms regularly tested |       |       |
| Special conditions clearly displayed |       |       |

## Ventilation and air quality

|  |  |  |
| --- | --- | --- |
| Responsibility  | C/CWR/NC | Comment |
| Draught free, fresh or conditioned air in rooms (approx. 10-20 ACH) or IVCs |       |       |
| HVAC systems regularly serviced, alarmed and tested |       |       |
| Relative Humidity within acceptable range 40-70% |       |       |