*A close up of a sign

Description generated with very high confidence*

**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 & 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% |  |  |

## 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% |  |  |