


**CHECKLIST FOR USDA-COVERED NON-RODENT SPECIES LABORATORY
SURGERY/PROCEDURE AREAS**


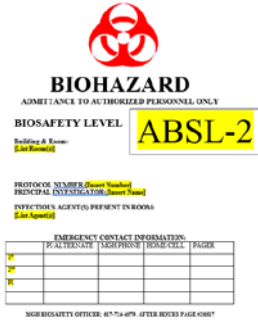
General Laboratory Requirements

APPROVED IACUC PROTOCOL AND POLICIES		
Requirement	Yes/No	Comments/Resources
Be knowledgeable about what is approved in your IACUC protocol, including but not limited to: <ul style="list-style-type: none"> all procedures (surgical and non-surgical) administration of analgesics and anesthetics; names, doses, routes of administration staff performing procedures must be approved on IACUC protocol 		IACUC Policies
All procedure locations must be documented in your IACUC-approved protocol		
Personnel performing procedures must be listed on the approved protocol		
Users must be able to access the current approved protocol when asked		
Users must be aware of and follow approved IACUC policies		
ROOM, PROCEDURE AREA, AND HOODS		
Requirement	Yes/No	Comments/Resources
Procedures must be performed in the area approved in the protocol		MGH Environmental Health & Safety
Area is overall, clean, organized, and free of clutter (items not involved in animal procedure are not present)		MGH Research Space Management
All surfaces and furniture are impervious (waterproof) and sanitizable (i.e., wood surfaces are sealed and non-porous)		MGH Buildings and Grounds
Ceiling tiles are in good condition and flush with frames		
No food, drink, or coffee cups present in area		
Hoods must be certified annually, and certification date and expiration displayed		
Sink or CalStat station present		
SAFETY		
Requirement	Yes/No	Comments/Resources
No storage within 18 inches from ceiling		MGH Environmental Health & Safety
Fire extinguishers, electrical panels, sprinkler heads, safety showers, eyewash stations, exits, etc., must not be blocked		
Fire extinguishers, safety showers, and eyewash stations must be checked and the check documented as required		MGH Safety office MGHBiosafety@partnershealthcare.onmicrosoft.com
All gas tanks must be secured properly to a wall or appropriate cart		MGH Research Space Management
NHP B Virus Bite Kit – all items in kit must be in working condition and scrub brushes and PBS must be within expiration date		
PERSONAL PROTECTIVE EQUIPMENT		
Requirement	Yes/No	Comments/Resources
Appropriate PPE must be available and accessible in all areas where animal work is performed		
NHP-specific PPE must include double gloves, face shield, mask, hair bonnet, disposable gown, shoe covers		
CHEMICALS AND BIOLOGICALS		
Requirement	Yes/No	Comments/Resources
All chemicals and biologics must be labeled with name of agent, hazardous property , and expiration date.		MGH Safety office MGHBiosafety@partnershealthcare.onmicrosoft.com
Chemicals or biologics must be within expiration date or labeled. “expired, do not use in animals.”		
Chemicals or biologics must be stored and /or discarded in the proper location <ol style="list-style-type: none"> acid segregated from bases flammables segregated from oxidizers organics segregated from inorganics 		
Store chemicals by specific chemical property e.g., if GHS flammable pictogram  on container, it must be stored in a flammable liquids cabinet		

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FLUIDS, MEDICATIONS, AND OTHER MEDICAL MATERIALS		
Requirement	Yes/No	Comments/Resources
All agents must be labeled with name of agent and expiration date, including: <ul style="list-style-type: none"> • syringes, vials, tubes, etc., containing injectable or reconstituted material • suture material 		Labeling Requirements and Expiration Dates for Research Drugs and Agents IACUC Policy on the Use of Expired Drugs and Medical Materials
All agents present must be within expiration date or labeled “expired, do not use in animals”- for exceptions, see IACUC policy.		Guidelines for Preparing Drugs and Agents for Animal Research Label templates are available on the IACUC website: <ul style="list-style-type: none"> • Label Template - Controlled Substances • Label Template - Other Substances
All agents not used in animals, but in the immediate vicinity of animal use areas must be labeled “in vitro use only”.		
ANESTHETICS, ANALGESICS AND EUTHANASIA DRUGS		
Requirement	Yes/No	Comments/Resources
If drugs are DEA schedule I-VI drugs, ensure storage, recordkeeping and license requirements, follow MGH Policy		Non-Human Research Controlled Substances
All agents present must be used within their expiration dates or labeled “expired do not use in animals.”		MGH Research Compliance
Expired drugs must be segregated from non-expired drugs and proper disposal arranged		<ul style="list-style-type: none"> • Kelé Piper KKPIPER@mg.harvard.edu
ANESTHESIA EQUIPMENT – ISOFLURANE/INHALANT VAPORIZER		
Requirement	Yes/No	Comments/Resources
Equipment should be serviced annually. Service date and expiration must be displayed. If manufacturer recommends an alternative maintenance schedule, please display.		Contact manufacturer or vendor for your anesthesia equipment
Ensure scavenging –please refer to USDA-Covered Non-Rodent WAG Fact Sheet and Checklist		MGH Safety office MGHBiosafety@partnershealthcare.onmicrosoft.com IACUC Policy on Anesthesia and Analgesia
SHARPS		
Requirement	Yes/No	Comments/Resources
When not in use, sharps (including needles, scalpel blades, scalpels, and razor blade) must be stored safely		
Safety needles should be used, especially for NHPs		
All sharps must be disposed in a sharps container (not > 2/3 full)		
SPECIALIZED EQUIPMENT (Examples include behavior, restraint devices, irradiator pie cage, stereotaxic devices)		
Requirement	Yes/No	Comments/Resources
Equipment must be clean and sanitizable.		
SOP in place for sanitization of manually cleaned equipment		
Equipment must be in good condition – e.g., no sharp edges or rust		
Refrigerators and freezers used for animal work must be cleaned and defrosted on a regular schedule – no human food or drink		
TRANSPORT		
Requirement	Yes/No	Comments/Resources
Animals must be attended at all times		IACUC Policy on Transportation of Animals
Animals must be covered with an opaque but breathable cover, or contained within an appropriate transport container		
Follow special procedures for transporting animals exposed to BL2, chemical, or radiological hazards		Animal Order & Transfer
Minimize contact with patients and public		
Transport between MGH campuses or from MGH to outside institutions should be coordinated through CCM		
DOCUMENTATION & SIGNAGE		

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Requirement	Yes/No	Comments/Resources
Document all procedures performed in Individual Animal Medical Record (IAMR)		IACUC Policy on Animal Observation and Record-Keeping
Controlled substance logs must meet standards in MGH policy		MGH Research Compliance • Kelé Piper KKPIPER@mgh.harvard.edu Non-Human Research Controlled Substances Signage for Animal Use Areas For reusable laminated copies, contact IACUC Compliance IACUCCompliance@mgh.harvard.edu
Animal Welfare Concerns and Emergency Contact List (including on-call vet # – 617-721-9332) must be posted and visible in animal procedure area		
Animal Procedure Space sign must be posted when animals are present		
		
Biohazard sign, identifying all biohazards used in the laboratory, is posted as required		
		

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Additional Requirements for USDA-Covered Non-Rodent Species Surgery and Procedure Areas

MAJOR SURVIVAL SURGERY		
Requirement	Yes/No	Comments/Resources
Operations must be performed in a dedicated surgery facility (e.g., Knight Surgery) using strict aseptic technique		IACUC Policy on Surgery and Other Experimental Procedures
MINOR SURVIVAL SURGERY		
Requirement	Yes/No	Comments/Resources
Operations do not require the use of dedicated surgery facilities, but strict aseptic technique must be followed The surgery area requirements are: <ul style="list-style-type: none"> • Separate, easily sanitized, and uncluttered area • Activity in the area must be limited to the procedure conducted • Access to the room must be limited 		IACUC Policy on Surgery and Other Experimental Procedures
Required PPE includes: a mask, sterile surgical gloves, bonnet, and lab coat or gown A face shield is required when working with NHPs		
NON-SURGICAL AND EUTHANASIA PROCEDURES		
Requirement	Yes/No	Comments/Resources
When procedures cannot be performed in a designated animal treatment or procedure room within an animal facility, the following additional requirements must be adhered to: <ul style="list-style-type: none"> • The procedure must be performed in an area separate from other activities • Activity in the area must be limited to the procedure conducted • The area must be kept neat and uncluttered, and easily cleaned and sanitized • Personnel access to the area must be limited 		
Required PPE includes: a mask, gloves, bonnet, and lab coat or gown. <ul style="list-style-type: none"> • Eye and face protection are required for procedures involving a splash hazard. • A face shield is required when working with NHPs 		
ALL MEDICAL MATERIALS, PRODUCTS AND EQUIPMENT USED FOR SURVIVAL SURGERY (Includes but not limited to suture material, bone wax, bovie cautery, sterile gloves, sterile water, 50% dextrose, etc.)		
Requirement	Yes/No	Comments/Resources
Products, including instruments, surgical gloves and materials that touch the animal during survival surgery must be sterile		IACUC Policy on the Use of Expired Drugs and Medical Materials
All products used during survival surgery must be within expiration date or discarded		
Instruments should be in good condition, rust-free, and sharp		
Clippers must be cleaned, lubricated, and sharp		