


CHECKLIST FOR RODENT/AQUATIC LABORATORY PROCEDURE/SURGERY AREAS

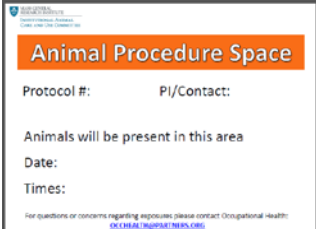
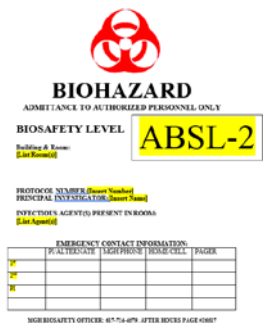
General Laboratory Requirements

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 • Which procedures staff members are approved to perform 		Insight 4.0 - MGB Electronic Research Administration Portal (partners.org) IACUC Policies
All procedure locations must be documented in your IACUC-approved protocol. For large laboratories, include the bench designation.		
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 room/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). Used rodent cages are returned promptly to CCM facilities		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		
Measures are in place to prevent animal escape, e.g., door sweep, live animal trap. All gaps into which rodents could escape must be blocked.		Contact your CCM facility manager for information on obtaining a live animal trap: About CCM
No food, drink, or coffee cups present in area		
Hoods must be certified annually, and certification date and expiration displayed		
Sink or CalStat station is available if biohazards are used		
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 a cart specifically designed for tank storage		
Minimize use of power strips / extension cords <ul style="list-style-type: none"> • Power strips and cords secured off floor to minimize trip hazards • Equipment unplugged and extension cords or power strips stored when not in use • Extension cords and power strips must meet Safety standards. 		MGH Research Space Management
Cord and cable safety <ul style="list-style-type: none"> • Cords, cables, etc., are not taped to walls or ceiling tiles or suspended from sprinkler heads or light fixtures • Cords do not pose a tripping hazard 		
PERSONAL PROTECTIVE EQUIPMENT		
Requirement	Yes/No	Comments/Resources
Appropriate PPE must be available and accessible in all areas where animal work is performed		
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 Environmental Health & Safety
Chemicals or biologics must be within expiration date or labeled "expired, do not use in animals". Chemicals that do not expire must be labeled "No expiration".		MGH Safety office MGHBiosafety@partnershealthcare.onmicrosoft.com
Chemicals or biologics must be stored and /or discarded in the proper location <ol style="list-style-type: none"> 1. acid segregated from bases 2. flammables segregated from oxidizers 3. organics segregated from inorganics 		

CHECKLIST FOR RODENT/AQUATIC LABORATORY PROCEDURE/SURGERY AREAS

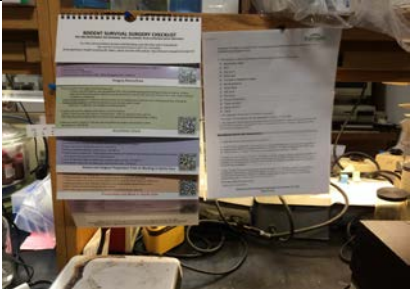
Store chemicals by specific chemical property e.g., if GHS flammable pictogram  on container, it must be stored in a flammable liquids cabinet		
FLUIDS, MEDICATIONS, AND OTHER MEDICAL MATERIALS		
Requirement	Yes/No	Comments/Resources
All agents must be labeled with name of agent and expiration date, 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
Agents/dilutions for parenteral use (e.g., IV, IP, IM, SC) must be prepared using aseptic technique		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
Segregate expired drugs from non-expired drugs and arrange proper disposal		<ul style="list-style-type: none"> Kelé Piper KKPIPER@mgh.harvard.edu
ANESTHESIA EQUIPMENT – ISOFLURANE/INHALANT VAPORIZERS		
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.		Rodent WAG Fact Sheet and Checklist
Ensure scavenging – if using a canister, please refer to Rodent WAG Fact Sheet and Checklist		MGH Safety office MGHBiosafety@partnershealthcare.onmicrosoft.com
Use appropriate anesthesia equipment, i.e., commercial induction chamber, nose cone		IACUC Policy on Anesthesia and Analgesia
Use of bell jars or “open drop” method for anesthetizing rodents is not permitted unless scientifically justified in the IACUC protocol. If approved, bell jars must be used in a chemical fume hood and animal must not directly contact anesthetic soaked gauze or tissue.		
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 according to PIBC application		
All sharps must be disposed in a sharps container (not > 2/3 full)		
SPECIALIZED EQUIPMENT (Examples include behavioral equipment, restraint devices, irradiator pie cage, stereotaxic devices)		
Requirement	Yes/No	Comments/Resources
Equipment must be clean and sanitizable		Standards for Manual Sanitization of Equipment
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 during transport		IACUC Policy on Transportation of Animals Animal Order & Transfer
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.		
Minimize contact with patients and public		

CHECKLIST FOR RODENT/AQUATIC LABORATORY PROCEDURE/SURGERY AREAS

Transport between MGH campuses or from MGH to outside institutions should be coordinated through CCM		
DOCUMENTATION & SIGNAGE		
Requirement	Yes/No	Comments/Resources
Document all procedures performed <ul style="list-style-type: none"> • non-USDA covered species: document on Rodent Record Card • All animal related procedures not captured in the above are recorded in the laboratory notebook 		IACUC Policy on Animal Observation and Record-Keeping Rodent Record Card Information
Controlled substance logs must meet standards in MGH policy		
Reporting Animal Welfare Concerns and Emergency Contact List (including on-call vet # – 617-721-9332) must be posted and visible in animal procedure area		MGH Research Compliance <ul style="list-style-type: none"> • Kelé Piper KKPIPER@mgh.harvard.edu
Animal Procedure Space sign must be posted when animals are present <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>Animal Procedure Space</p> <p>Protocol #: PI/Contact:</p> <p>Animals will be present in this area</p> <p>Date:</p> <p>Times:</p> <p><small>For questions or concerns regarding exposures, please contact Occupational Health: OCCUPATIONALHEALTH@MGH.HARVARD.EDU</small></p> </div>		Non-Human Research Controlled Substances Signage for Animal Use Areas
Biohazard sign, identifying all biohazardous agents used in the laboratory, is posted as required <div style="text-align: center; margin-top: 20px;">  </div>		

CHECKLIST FOR RODENT/AQUATIC LABORATORY PROCEDURE/SURGERY AREAS

Additional Requirements for Conduct of Rodent Procedures and Surgery

SAFETY		
Requirement	Yes/No	Comments/Resources
To limit occupational health exposure (especially to non-animal users exposed to animals), work must be done in: <ol style="list-style-type: none"> 1) a closed room, or 2) a laminar flow hood or bench-top Plexiglas containment device, or 3) near air exhaust Animal Procedure Space sign indicating the day, date, and time range when animals will be present must be posted		MGH Environmental Health & Safety MGH Safety office MGHBiosafety@partnershealthcare.onmicrosoft.com Animal Procedure Space Sign For reusable laminated copies, contact IACUC Compliance
Minimum PPE for rodent procedures includes a dedicated lab coat/disposable gown and gloves. Exposed areas of skin should be covered. <ul style="list-style-type: none"> • Eye and face protection are required for procedures involving a splash hazard. • An N95 respirator is recommended as additional PPE for potential exposure to allergens 		IACUCCompliance@mgh.harvard.edu MGH Research Space Management IACUC Policy on Surgery and Other Experimental Procedures
ANIMAL CONSIDERATIONS		
Requirement	Yes/No	Comments/Resources
Animals must not be in lab for more than 12 hours unless scientifically justified in the IACUC protocol		IACUC Policy on Housing of Vertebrate Animals Outside of CCM Centralized Facilities
Food and water must be in cage unless scientifically justified in IACUC protocol.		
Filter top lids must be kept on cages at all times.		
Do not stack rodent cages that are actively housing rodents on top of each other.		
Prevent animal escape from laboratory spaces, e.g., door sweep, live animal trap (required for behavioral procedure spaces)		
WHEN PERFORMING RODENT SURVIVAL SURGERY		
Requirement	Yes/No	Comments/Resources
The following must be posted when survival surgery is being performed in a space <ul style="list-style-type: none"> • Rodent Survival Surgery Checklist • IACUC protocol Procedure form or flowchart 		 Rodent Survival Surgery Checklist To obtain a Rodent Survival Surgery Checklist, contact IACUC Compliance IACUCCompliance@mgh.harvard.edu Rodent Anesthesia Record
Operations do not require the use of dedicated surgery facilities, however, a separate, easily sanitized, and uncluttered area where the activity in the area and access are limited during surgery is required (i.e., it is dedicated to the rodent surgery, and only the rodent surgery, during the time the surgery is taking place.)		
A sterile field must be maintained during surgery. Sterile drapes are optional but recommended for non-USDA covered species.		
Required PPE for rodent survival surgery includes a mask, sterile surgical gloves , surgical cap or bouffant cap, and lab coat or gown.		
Biohazard bin is available for disposal of surgical waste		
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		CITI training module Aseptic Surgery
Clippers must be cleaned, lubricated, and sharp		
EUTHANASIA EQUIPMENT		
Requirement	Yes/No	Comments/Resources
If using carbon dioxide (CO ₂) euthanasia – must use a flow meter and regulator and meet requirements of IACUC policy		IACUC Policy on Euthanasia
If approved for use of decapitation, the guillotine or decapitation scissors must be in good condition, sharpened, and rust-free		

CHECKLIST FOR RODENT/AQUATIC LABORATORY PROCEDURE/SURGERY AREAS

Requirements for Aquatic Areas

CONSTRUCTION / HOUSING		
Requirement	Yes/No	Comments/Resources
<ul style="list-style-type: none"> • Security and access control • Moisture-resistant switches, outlets and ground-fault interrupters should be used • There must be appropriate drainage to accommodate planned water release or the event of a system failure • Drains should not permit passage of animals into sanitary systems • Noise and vibration are limited; light control is in place • No sharp edges/protections that could cause injury • Nets are cleaned, disinfected, and managed to avoid contamination • Frequency of tank cleaning is determined by water quality-SOPs for scheduled cleaning and disinfection must be present and available 		MGH Research Space Management
ANIMAL CONSIDERATIONS		
Requirement	Yes/No	Comments/Resources
Food must be stored in a closed container, labeled and with an expiration date.		IACUC Policy on Environmental Enrichment and Social Housing
Animals should not be disposed of in garbage disposal or into sanitary system. Animals must be euthanized and carcass disposed of in solid waste (e.g., Hazardous waste bin)		
Tanks should be identified with required information – source, strain, genotype, names and contact for Investigator, pertinent dates (arrival date, birth date, etc.), and protocol #		
Tanks must allow for observation with minimal disturbance		
Animals should be separated by disease state		
IACUC/CCM Social housing and enrichment standards must be met – see IACUC policy		
PROCEDURES and SURGERIES		
Requirement	Yes/No	Comments/Resources
Skin surfaces are kept moist during surgical procedures		
Tricaine <ul style="list-style-type: none"> • Tricaine MUST be buffered to pH 7.0-7.5 • Preparation, storage, and disposal practices should be documented in an SOP • Tricaine must be stored off the countertop when not in use • Tricaine waste must be moved to a satellite accumulation area immediately after use 		

DOCUMENTATION and RECORD KEEPING		
Requirement	Yes/No	Comments/Resources
Documentation of animal numbers in place including records on number of animals produced, transferred, used, died/euthanized must be available. Confirm that numbers did not exceed limits of approved protocol.		
Acceptable water quality standards must be documented and frequency of water quality testing documented as required by the facility SOP		
Records kept on feeding and live cultures		
Records of daily checks, including holidays and weekends		