

CHECKLIST FOR INVESTIGATOR-MANAGED SATELLITE HOUSING AREAS

SIGNAGE		
Requirement	Yes/No	Comments/Resources
<ul style="list-style-type: none"> • IACUC-Approved Satellite Housing Poster posted • Reporting Animal Welfare Concerns sign posted • Emergency Contact list posted including Facility and On-call Vet • Biosafety sign posted, if applicable, with all agents listed 		Signage for Animal Use Areas For laminated copies of signage, contact IACUC Compliance IACUCCompliance@mg.harvard.edu MGH Environmental Health & Safety MGH Safety office MGHBiosafety@partnershealthcare.onmicrosoft.com
ROOM / INFRASTRUCTURE		
Requirement	Yes/No	Comments/Resources
Area is overall, clean, organized, and free of clutter (items not involved in animal procedure are not present)		MGH Environmental Health & Safety
All surfaces and furniture are impervious (waterproof) and sanitizable (i.e., wood surfaces are sealed and non-porous)		MGH Research Space Management
No food, drink, or coffee cups present in area		
Hoods <ul style="list-style-type: none"> • Must be certified annually and certification date and expiration displayed and current • Free of clutter, sanitized after use • Lights must be working 		MGH Buildings and Grounds
Walls intact - any cracks or holes are repaired and sealed		
Ceiling tiles <ul style="list-style-type: none"> • Tiles are flush – no holes or openings for vermin to enter • All tiles are intact to prevent dust from falling into room 		
Vents and light fixtures clean and dust-free.		
Temperature and Humidity <ul style="list-style-type: none"> • Document daily checks with response plan if outside of acceptable range. 		
Lighting <ul style="list-style-type: none"> • Adequate illumination to assess animals • Time-controlled lighting system present to ensure regular diurnal cycle • System performance checked • Mechanism to avoid inadvertent light exposure during the dark cycle. 		
SECURITY		
Animals housed separately from other activities <ul style="list-style-type: none"> • Door has lock or security code • Only personnel approved on protocols have access to the animals • Facility Vet and IACUC have access. 		
Door sweep to prevent animal loss. Live animal trap present with daily check of trap.		
CAGES, EQUIPMENT, AND OTHER ITEMS		
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		

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Any carts present must be clean, rust free, easily sanitizable, and in good condition with no jagged edges		MGH Research Space Management Contact your CCM for information on obtaining a live animal trap: About CCM
All cleaning items (brooms, mops, etc.) are stored off the floor, are visibly clean and in working condition, dedicated to the room		
Appropriate waste containers are available for PPE, regular trash. Leak-proof with a disposable liner		
Live animal and vermin trap present. SOP for checking live animal trap in place.		
All agents (medications, administered agents, disinfectants, etc.) must be labeled with name of agent and expiration date. Ensure all agents are within expiration and discard any expired materials.		
Food <ul style="list-style-type: none"> • Food is stored properly (bin with lid, off the floor) at correct temperature. • Any secondary food containers have a lid, labeled with mill date and/or expiration date and stored securely. • All expired food discarded promptly. 		
Cages/tanks and racks <ul style="list-style-type: none"> • SOP for sanitization frequency and maintenance available and current. SOP includes specialized equipment such as metabolic cages. • Method in place to check effectiveness of sanitization method. 		
Extension cords are not present. For aquatic facilities, moisture-resistant switches and outlets and ground-fault interrupters are used.		
PERSONAL PROTECTIVE EQUIPMENT		
Requirement	Yes/No	Comments/Resources
Appropriate PPE station present and PPE visibly accessible in all areas where animal work is performed		
Sink or CalStat station available for hand sanitization		
ANIMALS		
Requirement	Yes/No	Comments/Resources
Adequate enrichment in place		See "Species-Specific Environmental Enrichment SOPs" at IACUC Policies & Guidance IACUC Policy on Environmental Enrichment and Social Housing
Social housing <ul style="list-style-type: none"> • Are social animals housed in social groups? • If not, is the single-housing status of animals consistent with IACUC policy? 		
DOCUMENTATION		
Requirement	Yes/No	Comments/Resources
Daily animal husbandry, animal health checks, and room maintenance checks are performed and documented (including holidays and weekends)		
Documented procedures in place to communicate health concerns to the veterinary staff		
Cage / tank changes and sanitization schedule performed in accordance with approved SOP		
Rodent record cards and equivalent are present, in use, and complete		
Procedures in place to capture number of animals acquired, produced, used, and euthanized, and ensure numbers do not exceed the number approved in the IACUC protocol.		
Disaster plan in place; all staff trained on emergency procedures.		