# ANIMAL FACILITY SITE VISIT CHECKLIST

*Note: This checklist is adapted from the CCAC document: guidance for animal care committee members conducting annual site visits - date of publication: June 2018*

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| **SITE** | [x]  MSVU FISH LAB  |
| **DATE OF VISIT:**  |  |

**Names of site visit team members and their signatures** [signature implies member is aware of any hazards and has agreed to participate]

|  |  |
| --- | --- |
| **Printed Name/Role** | **Signature** |
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| --- | --- |
| **ANIMAL Species Present:**  |  |
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| --- | --- |
| **PROGRAM ELEMENT** | **APPROPRIATE?** |
| **Yes** | **No** | **COMMENT****(include TARGET DATE for any follow-up action needed)** |
| Facility Infrastructure and Maintenance |
| A. Design of the Facility |
| 1. Appropriate clean to dirty traffic patterns
 |  |  |  |
| 1. Sufficient and appropriate housing and procedural space
 |  |  |  |
| 1. Sufficient and appropriate service space (washing area, storage)
 |  |  |  |
| B. Environmental Parameters |
| 1. Good air quality (including any HVAC equipment)
 |  |  |  |
| 1. Temperature control and records
 |  |  |  |
| 1. Appropriate control of light (photoperiod, intensity)
 |  |  |  |
| 1. Sufficient availability of back-up power
 |  |  |  |
| 1. Duplication of critical pieces of equipment
 |  |  |  |
| C. Maintenance of Internal Surfaces |
| 1. Condition of walls
 |  |  |  |
| 1. Condition of ceilings
 |  |  |  |
| 1. Condition of floors
 |  |  |  |
| 1. Condition of counters
 |  |  |  |
| 1. Condition of sinks
 |  |  |  |
| D. Equipment Maintenance |  |  |  |
| 1. Records of equipment maintenance
 |  |  |  |
| E. Security of the Facility |
| 1. Access control into the facility
 |  |  |  |
| 1. PI and other emergency contact numbers
 |  |  |  |
| F. Other  |
|  |
| Animal Care and Facility Management |
| 1. Overall quality of animal care
 |  |  |  |
| 1. Housing and environmental enrichment for each group of animals
 |  |  |  |
| 1. Sufficient availability of qualified personnel at all times when animals are present
 |  |  |  |
| 1. Good overall coordination of activities throughout the facility to avoid cross-contamination or other problems
 |  |  |  |
| 1. Approved protocols posted with Notice of Approval
 |  |  |  |
| 1. All SOPs for protocol readily available
 |  |  |  |
| 1. Humane endpoints posted in the immediate vicinity of the animals
 |  |  |  |
| 1. Apparently effective communication among Consulting Veterinarian, Facility Manager, Animal Care Technician, and animal users
 |  |  |  |
| 1. Tank cards present with necessary information (date of birth. Clutch ID)
 |  |  |  |
| 1. Daily room checklist posted, clear, up to date
 |  |  |  |
| 1. Evidence of proper incident reporting and recording
 |  |  |  |
| 1. Any “sick animal” reports recorded
 |  |  |  |
| 1. Summaries of procedures undertaken by research team members for each group of fish
 |  |  |  |
| 1. Ready availability of surgery, breeding records
 |  |  |  |
| 1. Access to and monitoring of high-quality water
 |  |  |  |
| H. Biosecurity |
| 1. Humane vermin control
 |  |  |  |
| 1. Foot/hand sanitization
 |  |  |  |
| 1. Personal protective equipment (PPE)
 |  |  |  |
| 1. Presence and use of quarantine areas
 |  |  |  |
| 1. Other
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| I. Biosafety/Application of Occupational Health and Safety Measures |
| 1. All electrical fixtures sufficiently protected and in good working order
 |  |  |  |
| 1. Evidence of proper management of potential slippery floors
 |  |  |  |
| 1. Any hazards not controlled /identified?
 |  |  |  |
| 1. Other
 |  |  |  |
| J. Housekeeping (Cleanliness, Storage/Organization of Materials, Waste Storage/Disposal) |
| 1. Evidence of sufficient general organization and cleanliness
 |  |  |  |
| 1. Evidence of cleaning procedures in place for tanks and other equipment
 |  |  |  |
| 1. Evidence of proper waste disposal
 |  |  |  |
| 1. Evidence of procedures in place for proper disposal of carcasses
 |  |  |  |
| 1. Evidence of proper sanitation in place for special facilities (surgery, food preparation, etc.)
 |  |  |  |
| 1. Clearly indicated expiry dates on items such as drugs, products, cleaning solutions, feed, supplements, and equipment maintenance.
 |  |  |  |
| 1. Other
 |  |  |  |

Please email the completed report to: **ethics@msvu.ca**