**Policy on Laboratory Tours**

The University Animal Care Committee (UACC) will conduct annual laboratory tours to assess all areas where animals are used, including areas outside of the main animal facilities. The tours are conducted to assess the strengths and weaknesses within the lab, to better understand the *in vivo* work being done, to meet with those performing the *in vivo* work, and to encourage open communication between researchers and the UACC. The annual tours are one of the ways in which the UACC performs post approval monitoring.

Committee members will perform laboratory tours in teams. Each team will consist of at least one UACC member, the UACC Coordinator and when feasible the University Veterinarian. Tours will be arranged according to location; therefore, laboratories that are close in proximity will be toured the same day. Tours will be conducted on an impromptu basis (an exact date and time will not generally be given). The UACC Coordinator will contact the PIs and laboratory managers and provide them with a one week range in which the tour will take place. This method of touring allows the Committee to have a better understanding of what is occurring in the labs on a daily basis and also allows for the labs to be toured in a timely manner. If no one is available in the lab during the time of the tour this lab will be revisited at a later date.

The UACC Coordinator will provide each team with a guide (listed below) and will record all comments and findings during tours. Any concerns or recommendations raised by research personnel are also recorded. Summary memorandums to the individual PI’s and all lab personnel present at the time of the tour will be created by the UACC Coordinator for electronic distribution. The University Veterinarian will be included on all correspondence. When follow up is required, PI’s will be provided with a deadline and the UACC Coordinator will track responses accordingly, updating the UACC as needed. In circumstances of non-compliance the QAP Coordinator may be required to perform a follow up quality assurance review. The senior administration responsible for animal care and use at Queen’s University will be provided with a summary of all laboratory tour findings and all summary memorandums will be made readily available. Senior administration will be contacted for additional support if significant breaches of compliance develop.
Queen’s UACC Laboratory Tour Guide

Principal Investigator: ________________________________________________________________
Laboratory Room Number(s): _____________________________ Building: _____________________
Date Inspected: _________________________ Inspected by: ________________________________
Protocol Number: ___________________________________________________________________
Species of Animal: __________________________________________________________________
Date of Prior Report: __________________________________________________________________

Inspection highlights from last visit:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Changes/renovations since previous visit:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

The purpose of the tour is to determine how animals are used in the space and to ensure that all relevant policies and guidelines are being followed. (what is being done - how - by who – when/for how long)

Areas of Interest & Relevant Questions:

• Procedures:
  o Walk us through all procedures that an animal might undergo in this space (identify any substances administered).
  o Why do the animals come to this space (specialized equipment/instruments etc.)?
  o If multiple animals are in the lab at one time explain where they are kept.
  o If animals are returned to the housing facility after procedures take place, describe all precautions that are taken to eliminate the transfer of pathogens between animals.

• Surgery/Euthanasia:
  o Is surgery performed in this space? (major/minor/recovery)
  o How does the surgery/area follow aseptic technique? (if non-recovery technique may be modified or N/A)
  o Is a surgical/anesthetic log maintained? (up to date?) **(controlled substances need to be documented in the surgical/anesthetic log, both to verify legitimate use.)
  o Describe all anesthetic practices.
  o How do you confirm depth of anesthesia?
  o If animals are euthanized, explain how. (primary & secondary methods)
  o What signs are monitored for confirmation of death?
  o How are bodies/tissues disposed of?

• Records:
  o How do you know the procedures you conduct are approved?
  o Are you familiar with our UACC website/Policies/SOP database?

Reviewed and Approved: May 2018; September 2015; November 2014; January 2013; July 2010; October 2007
Created: October 2007
- Do you know who to contact for assistance? (University Veterinarian/UACC Coordinator/QAP-Training Coordinator/UACC Chair/Environmental Health & Safety)

- **Occupational Health & Safety:**
  - Are controlled substances used? How do you manage these? (stored where/how, disposed of how)
  - May we see all controlled substances used/held in this space? (check expiry dates)
  - Do you maintain a controlled substances log? May we see this? (check entries/dates)

  Example:

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount RECEIVED</th>
<th>Date</th>
<th>Amount Used</th>
<th>Initials</th>
<th>Amount REMAINING (rolling total)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  - Do you have any questions about Health Canada-Controlled Substance Exemptions?
  - If chemicals are used, describe disposal (including paraformaldehyde).
  - Observe sharps containers (available, appropriate container, overfull?)
  - Observe for any noticeable safety hazards.
  - Do you wear any PPE in the lab? Are you aware of animal allergy risks?
  - Are you familiar with the UACC Crisis Management Plan?

- **Feedback:**
  - Comments/Questions for UACC regarding protocol submission/approval process?
  - Comments/Questions for UACC Coordinator regarding Topaz Elements access/function?
  - Comments/Questions for QAP/Training Coordinator?
  - Comments/Questions for the University Veterinarian?

**OVERALL SUMMARY OF INSPECTION:**

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

**RECOMMENDATIONS:**

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

**COMMENDATORY**

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

**ACTIONS REQUIRED:**

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Reviewed and Approved: May 2018; September 2015; November 2014; January 2013; July 2010; October 2007
Created: October 2007