



OFFICE OF LABORATORY ANIMAL CARE

Operating Guidelines

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PROCEDURE

1. Arrival of the VMO (Veterinary Medical Officer)
 - a. The VMO will identify themselves via presenting their credentials (agency badge/identification badge) upon arrival.
 - b. Escort the VMO to the conference room and ask them to wait for the AV (attending Veterinarian) and/or the escort.
 - c. Contact the AV or designee directly.
 - d. Notify all users of covered species and the ACUC (Animal Care and Use Committee) via email using the listserv: usda-notification@lists.berkeley.edu
2. Pre-Inspections duties for the AV or designee
 - a. Discuss with the VMO what the intentions of the inspections are (i.e. routine or investigatory).
 - b. If routine:
 - Address past findings and corrective actions.
 - Address non-compliances that occurred since the last visit.
 - Ask what AUP (Animal Use Protocol) they will need to review.

Ex. E protocols, List of all protocols with covered species.
 - c. If investigatory "Focused Inspection"
 - Assign personnel to assist with the collection of pertinent documents and information on the species they are focusing on.
 - d. Discuss the areas to be evaluated and identify any new locations where covered species are being housed. (don't forget the field station)
3. What the inspectors will ask for:
 - a. The IACUC (Institutional Animal Care and Use Committee) semi-annual review
 - b. IACUC Minutes
 - The reports to the IO (Institutional Official)
 - All "E" protocols

- A list of all covered species protocols
- c. Census of each covered species currently on campus
 - An email will be sent to all covered species users to report the number of animals they currently have, or an escort will be assigned that will physically count the number of guinea pigs, primates, voles, tuco tuco, hamsters and hummingbirds. Bats will be estimated.
 - Census cannot be done using Cayuse - this only counts the number of cages, not the number of animals in each cage.

4. The Inspection

- a. The VMO will be escorted at all times by the AV or designee (should always include the area Supervisor. The VMO will request which areas they would like to inspect and they cannot be denied access to any USDA (United States Department of Agriculture) covered species areas.
- b. Document any questions, comments, or findings from the VMO throughout the inspection. Note the location (building and room number) of any of the findings. If any images are taken by the VMO, OLAC (Office of Laboratory Animal Care) will take an image for reference.
- c. Document any protocol numbers, personnel, WIN's (working instructions), animal records or other information that the VMO wants to reference later.
 - Only the specifically requested documents will be provided. These documents should be noted in the Post Inspection Summary.
- d. Any non-compliance findings from the VMO that can be immediately addressed should be corrected at that moment. Document this corrective action.
- e. Escort the VMO back to the NAF (Northwest Animal Facility) conference after the physical inspection.
- f. Provide any post-inspection documents requested by the VMO.

5. The Exit Interview

- a. An exit interview will occur at the end of the visit but may be the following day or later.
 - The exit interview may occur via a virtual meeting platform (e.g. Microsoft Teams) rather than in person.
- b. The AV or designee will document all findings including categories and classifications of findings. In addition, recommendations, observations, and comments will be notated.

6. Post Inspection Summary Report

- a. A detailed report summarizing the inspection is written within five (5) working days from the date of inspection and will include:
 - Name of the VMO
 - Date of Inspection
 - List of topics covered from the previous year's inspection
 - List of topics covered from the present year
 - Summary of questions and discussions between the VMO and the employees
 - List of all facilities visited including building name, floor and room number
 - List of all findings within each of the rooms entered
 - Copy or list of all documents requested and images taken
 - List of all protocols viewed
 - Summary of the Exit Interview
- b. The post inspection summary is then used to address concerns discussed during the

inspection as well as those specifically cited during the exit interview.

c. A table is generated with three columns:

- Finding
- Correct action
- Date of Completion

7. USDA Inspection Report

a. The VMO will provide a draft of the USDA's Inspection Report for the AV to review.

- Any negative or suggestive wording will be corrected.

8. A reply email will be sent to the APHIS (Animal and Plant Health Inspection Service) inspector to acknowledge receipt.

a. A copy of this report will be provided to the ACUC Chair, OACU (Office of Animal Care and Use), and the IO.

9. Response to the USDA Inspection Report

a. Complete all responses by the agreed upon time, which is typically 15 days from the date of inspection.

- Responses will include input from OLAC personnel, ACUC and Principal Investigators.

b. A copy of the response will be provided to the ACUC Chair, OACU, and the IO.

REFERENCE DOCUMENTS

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)

