

QA/QI Post Approval Monitoring (PAM) Checklist

Drexel University, Philadelphia PA

Date:

Protocol #:

Title:

Species:

Principal Investigator:

Laboratory Staff Present:

PAM Staff Present:

Protocol Compliance:

1. Yes No NA Are the procedures performed consistent with those approved on the protocol?
2. Yes No NA Minor administrative deviation(s)- resulting in a Note to File
3. Yes No NA Minor deviation(s) resulting in recommendation to amend the protocol and submit for IACUC approval
4. Yes No NA Significant deviation(s)- reported to the IACUC for consideration and remediation plan
5. Yes No NA Significant deviation(s) – reported to the IACUC as above and reported to OLAW
6. Yes No NA Significant deviation(s) – reported to the IACUC, OLAW as above, resulting in suspension of protocol or individual named on protocol

Notes:



Protocol, Personnel, Laboratory

7. Yes No NA Does the PI have the most recent version of the complete protocol, including amendments?
8. Yes No NA Are the people performing the study listed on the protocol and appropriately trained?
9. Yes No NA Do all personnel have an up to date Occupational Health Certificate?
10. Yes No NA Are lab personnel wearing PPE appropriate for the species and procedures being performed?
11. Yes No NA Are the condition of laboratories adequate and safe for personnel and animals?

Notes:

Animal Numbers, Housing, Justification

12. Yes No NA Are all animal use rooms listed on the protocol?
13. Yes No NA Is the species, age of animals, and weight consistent with what is listed on the protocol?
14. Yes No NA Do cage cards have required information?
15. Yes No NA Does the experiment follow the timeline stated in the protocol?

Notes:

Special Care, Satellite Housing, Animal Transport, Second Use, Prolonged Restraint

16. Yes No NA Is the special care listed in the protocol provided?
17. Yes No NA Is satellite housing/ animal transport consistent with the protocol?
18. Yes No NA Is animal restraint consistent with the protocol?

Notes:

Pain Relief/ Anesthesia



19. Yes No NA Are pain relief methods completely described and accurate with procedures conducted?
20. Yes No NA Are DEA agents appropriately stored (double lock), within expiration date, and recorded (logbook)?
21. Yes No NA Are inhalant anesthetics being used in accordance with the protocol and guidelines (appropriate scavenging, physical barrier, etc)?
22. Yes No NA Are procedures for monitoring pain, distress and animal well-being described accurately and properly documented?
23. Yes No NA Does the Other Agents table accurately list all required information on all substances not associated with pain relief administered to all experimental groups (including experimental control groups)?

Notes:

Nonsurgical Procedures, Breeding, Blood Sampling

24. Yes No NA Are all nonsurgical procedures accurately described in adequate detail and consistent with other appropriate sections of the protocol?
25. Yes No NA If breeding takes place, is the required information provided, consistent with procedures conducted and in compliance with the IACUC breeding policy?
26. Yes No NA Are breeding records submitted to ULAR monthly?
27. Yes No NA If blood sampling takes place, is procedure consistent with the protocol?

Notes:

Surgical Procedures, Post-Operative Care

28. Yes No NA **Are all surgical procedures accurately described in adequate detail and consistent with other appropriate sections of the protocol?**
29. Yes No NA Is survival surgery performed using sterile instruments, sterile gloves, a surgical mask, and aseptic technique?
30. Yes No NA Is sterility for autoclaved items appropriately documented?
31. Yes No NA Are instruments sterilized between successive surgical sessions in compliance with the IACUC survival surgery policy?



32. Yes No NA Are intraoperative monitoring sheets being used appropriately? (e.g. ULAR anesthesia form)?
33. Yes No NA Is there an appropriate heat source used to keep the animal warm throughout the procedure and recovery?
34. Yes No NA Are incisions closed appropriately and in compliance with the approved protocol?
35. Yes No NA Is post-surgical care in compliance with the protocol and documented?
36. Yes No NA If animals will undergo a subsequent survival surgery, is the recovery time between procedures consistent with the approved protocol?

Notes:

Non-Survival Surgery/ Euthanasia

37. Yes No NA Is the information about the non-survival surgery correct, detailed sufficiently, and consistent with procedures conducted and in compliance with the IACUC policy?
38. Yes No NA Are euthanasia procedures consistent with the protocol?
39. Yes No NA If experimental procedures lead to progressive deterioration of animal health, are measures in place to euthanize animals humanely before their condition progresses to death?
40. Yes No NA If there is a change in animal genome that may lead to an adverse event, is it described?

Notes:

Safety, Hazards, Microbial Status

41. Yes No NA If animals are exposed to biohazards, is the necessary information provided in the protocol?
42. Yes No NA If applicable are biohazards to humans described and is a biosafety permit for the work approved?
43. Yes No NA If radioactive substances are used, is the required information provided in the protocol and accurate?
44. Yes No NA If applicable, is the microbial status of cells, cell extracts, tissues or nonsterile biological fluids completed?



45. Yes No NA Is everything, including cages, biohazardous cabinets, rooms, etc., appropriately labeled?
46. Yes No NA **Are there any safety concerns that pose a threat to human or animal safety or animal welfare?**

Notes:

Field Studies

47. Yes No NA Has all of the proper federal state, and local permits been obtained?
48. Yes No NA Has the investigator explained how the study would maximize the opportunity for data collection and minimize disruption caused by the investigator?
49. Yes No NA Is the impact of capture consistent with what is written in the protocol?
50. Yes No NA Is the method used (trapping, tagging, collaring, etc) consistent with the protocol?
51. Yes No NA Is the frequency of observation consistent with the protocol?
52. Yes No NA Is there a contingency plan for animals hurt in the collection process and is it consistent with the protocol?
53. Yes No NA If animals are wild-trapped, is the length of time animals are kept in a contained environment consistent with the protocol?
54. Yes No NA If animals are wild-trapped, is the method to ensure they are not in distress and properly cared for consistent with the protocol?
55. Yes No NA If individually monitored, are the animals marked in accordance with the protocol?
56. Yes No NA If animals are removed to take measurements or tissue samples, are the problems/solutions with returning the animal consistent with the protocol?
57. Yes No NA If habitat manipulation is performed, has the investigator justified the manipulation and is it consistent with the protocol?

Notes:

Protocol Questions: