

SOP #	UFHAREC-003
Name	Facilities inspection
Version	1.1
Implementation Date	July 2020
Next Review Date	July 2021
Pages	3
Committee	Animal Research Ethics Committee



University of Fort Hare
Together in Excellence

UNIVERSITY OF FORT HARE

UNIVERSITY OF FORT HARE ANIMAL RESEARCH ETHICS COMMITTEE (UFH-AREC)

STANDARD OPERATING PROCEDURE: Facility reports

Purpose

To ensure that all animal housing facilities are managed and maintained according to the South African National Standard: Research and Teaching using animals. To ensure that research and lecturing activities at the animal housing facilities are conducted according to the SANS 2008 (or updated version).

Scope

All facilities housing live vertebrate animals for research or lecturing purposes must be inspected annually by the Animal Research Ethics Committee as described in the SANS 2008 (or updated version).

Prerequisites

The facilities inspection checklist will be completed by the inspection team when conducting the inspection. Furthermore, the inspection checklist will be completed by the farm manager / foreman prior to the inspection team arriving at the facility.

Responsibilities

Inspection teams for Animal Facilities will include a minimum of three committee members, of which one has to be a cat A and one a Cat C member. No AREC committee member may be excluded from an inspection should they wish to participate, unless there is a conflict of interest.

A full copy of each inspection report will be submitted to the AREC for approval/review and will be included in the agenda items of the next meeting and the annual report to the Institutional office (GMRDC and UREC).

Procedure

1. The Facilities will be notified by the AREC of scheduled upcoming inspections at least a month in advance. The facilities checklist will be sent to the manager/foreman of the facility prior to the scheduled inspection.
2. Some inspections may be conducted unannounced in which case the manager/foreman of the facility will not be notified prior to the morning of the inspection.
3. The inspection will be conducted using the annual facilities review checklist adhering to the standards set forth in the SANS 2008 or newer version.
4. The inspection will be conducted in association with the NSPCA annual inspection for animal facilities and any veterinary inspections that are required.
5. Problems will be characterized as either minor (a problem for which an immediate solution is not necessary to protect the life and wellbeing to an animal) or significant (a situation that is or may be a threat to the safety and wellbeing of the animal) and correction plans will be discussed with the manager/foreman. A report detailing the problems, including the correction dates, will be sent to the manager/foreman. The manager/foreman must respond by the due date and list the reasons for the problems and provide corrective action plan for each problem. It is the responsibility of the manager/foreman to ensure that all problems identified in the inspections are corrected.
6. The AREC and UREC will be notified of all problems and take the appropriate actions, as needed. Any specified significant problem that is not dealt with by the due date will be referred to the UREC for further action. Any minor problem that is not corrected by the specified date will be reviewed by the AREC, and necessary action will be determined on a case-by-case basis.
7. The completed inspection report will be submitted for review and approval by AREC. The manager/foreman will be provided access to the AREC approved inspection report. A final copy of the report will be included in the annual report submitted by AREC to UREC.

References

Institutional Animal Care and Use Committee, Facility Inspection, Version 1, SOP# IACUC-08, Central Oregon Community College

South African National Standard: The care and use of animals for scientific purposes (SANS 10386:2008)

Document History

Date	Version No	Reason for revision
------	------------	---------------------

	1	Newly formulated
17 July 2020	1.1	Annual review