**Preparation Summary for AAALAC Accreditation – Facilities and PI-operated**

Sometime in May, June or July, we will undergo our next AAALAC review. This summary has been prepared as a guide to help units prepare for AAALAC.

If you have any questions, or need assistance with any of the issues presented here or elsewhere, please contact Larry Shelton at ljsdvm@umd.edu or 5-4920 or Pam Lanford at planford@umd.edu or 5-7295.

**References on Animal Care Used**

Guide for the Care and Use of Laboratory Animals, 8th edition. Please note that a “must” means mandatory, imperative, while a “should” also means “must” but the IACUC may approve an alternative strategy. If using societal, taxon or industry guidelines, send the name of the guidelines to Larry or Pam.

**Consistency with Protocol**

**Ensure that you are following procedures established in your IACUC protocol.**

* Individual housing of animals has been approved by IACUC or documented on the singly-housed animal log.
* All animal procurement including animal transfers between protocols and animals cultured or born are sent to DLAR@umd.edu.
* Unless exempted by your protocol or other written policy, all animals receive species-appropriate enrichment.
* Non-pharmaceutical grade drug use is approved by IACUC.
* SOPs for husbandry are on file with the IACUC.

**Personnel Documentation**

**Ensure that your and your staff’s training and documentation are up to date, and compliant with proper lab safety, procedures, and reporting methods.**

* PI/Animal User training. Renewed every 3 years.
* Enrollment in Occupational Health. Renewed every 3 years or when change species or pathogen. Recall may be shorter depending on your program.
* BSL-2 training through ESSR. Renewed every 3 years.
* Rodent handling training for new personnel who handle rodents
* Anesthesia and surgery training as needed
* Lab specific training
* Facility-specific training provided by the facility manager including outside individuals entering the facility, such as FM.
* Personnel are conversant in SOPs and protocols and the training was documented.
* Personnel are aware of procedures to report animal welfare issues.
* Personnel are familiar with the Emergency Response Plan and the provisions for euthanasia in the plan.

**Other Documentation**

* If NIOSHA respirators are used, a Voluntary Respirator Use Fact sheet for Animal Handlers is signed and on file. See facility manager.
* Out-of-date pharmaceuticals are disposed of properly – in particular, examine dates of refrigerated items.
* Food and fluid restriction logs are completed each day and animals are weighed at least weekly.
* Controlled drug logs are accurate and inventories are completed every 6 months.
* Pest management notebook is available and current.

**Signage**

**Signage is clear and in proper use.**

* When Injury Happens.
* PPE requirements.
* Safety With Animals, English and Spanish (if housekeeping enters area)
* Abuse & Neglect Letter
* Animal allergen warning (mask)
* Emergency contact information (ESSR’s yellow door sign)
* Biosafety sign posted when animal room is hot.
* Refrigerator and microwave signage (e.g., Food/No Food)
* Remove outdated signage or notices

**Physical Environment**

**Ensure facilities and equipment are regularly cleaned and functioning properly (or clearly labeled if not functioning).**

* Walls, floors, ventilation grills, filters, and floor drains
* Animal procedure and euthanasia equipment
* Refrigerators and freezers (defrosted and clean).
* Proper PPE is available and used
* First aid kit or exposure kit present and in date
* Minimal overall clutter.
* No tape build up (labels, etc.,) on racks, cages or other vivarium surfaces.
* Label broken equipment.
* Submit all necessary works orders.
* Chemicals/cleaners, etc. are labeled with product and expiration date when placed in end-use containers. Label with “date opened” identified if no expiration date.
* Mops are suspended on utensil hangers to dry; mop heads are periodically changed or sanitized.
* Sharps containers are not overfilled.
* Eye wash stations are flushed weekly and documented or are in date.
* Fume hoods, biosafety cabinets and HEPA vacuums are certified annually.
* Electrical outlets in potential wet areas are covered and/or are ground faulted.
* Burned out light bulbs, cracked or missing light covers are replaced.
* Gas cylinders are secured.
* Employee lunches are not stored in biological refrigerators.
* Temperature of refrigerators and freezers are documented weekly when used to store products for animal care such as food or medications.
* Check and document proper light timer function every 6 months

**Animal Care**

* Animals are observed and documented daily.
* Cage cards are complete with PI’s name, protocol number, animal strain, manipulation date(s), DOB, remarks.
* Logs/records are complete, including:
	+ Room logs
	+ animal health records
	+ surgery records (compliant with IACUC guidelines and available for review)
	+ current pain score sheets
	+ food/fluid restriction log (completed daily; animals weighed at least weekly)
* Proper cage use, including:
	+ Cages are not overcrowded
	+ With the exception of peromyscus, cages are not so opaque to prevent adequate observation and/or sanitation
	+ Rodents are not housed on top shelves of open shelf racks
* Adequate method of animal transportation is available.
* Milling date and type of feed in feed barrels/receptacles are identified.
* Bins that are used to store animal feed either have a plastic liner or are sanitized every 3 months. When plastic liners are used, they are changed every 3 months and the bin sanitized every 6 months or more often if needed.
* Unopened bags of feed and bedding are stored on racks, pallets, carts or shelves. If pallets are used, they must be at least 4 inched from the wall to allow cleaning. Opened bags of feed are stored in a sealed container.
* Filters (ventilated racks, room air, water lines etc.) are periodically changed and change documented.
* Live rodent traps are checked and documented at least daily to prevent potential animal distress. Trapped animals must be euthanized humanely.

**Additional Surgical Practice Information**

* Anesthetic machines are under regular preventive maintenance – vaporizers are verified every 2 years.
* When weight is used to monitor activated carbon canisters for scavenging anesthetic gasses, canisters are weighed at least once during each month the unit is used.