

AAALACi SITE VISIT: FINAL PREPARATION

The Center for Comparative Medicine and Surgery has been continuously preparing for the AAALACi accreditation site visit scheduled for August 17th- August 19th 2020. As we finalize preparation at the program level, it is very important for each laboratory to be prepared as well at the laboratory level.

We have compiled a list of **key areas** you can use to finalize your preparation before August 17th. During the site visit, AAALAC representatives will visit the animal facilities and select research labs where animal procedures occur. While we try to give advance notice to labs they wish to visit, often they will make impromptu requests during the site visit. Below are some common topics and issues that have arisen during previous inspections that will assist in thorough preparation for this upcoming AAALACi site visit.

Know your protocols: The most important thing you and your staff can do to prepare for a site visit is to review and understand what has been approved in your animal protocols. If you discover that changes need to be made you will need to submit a modification. Site visitors will talk to you and your staff about the procedures you perform and they will review your protocols to ensure congruency.

Ensure personnel are listed on the protocol and have access to the most recent versions: Since research personnel and students rotate in and out of labs frequently it can often be difficult to keep the paperwork updated. It is very important that all personnel working with animals are listed on the protocols under which they are working and that they have the ability to look at those protocols whenever needed.

Personnel Protection Equipment (PPE): Follow signage for PPE on doors of animal rooms. Ensure you are wearing a laboratory coat and gloves when working with animals in your laboratory space.

Maintaining surgical records: While detailed animal health records may not be required for the species you work with, it is very important that you are keeping some record of surgical procedures on specific animals or groups of animals. These records should reflect what procedures the animals have undergone and verification that they received the appropriate **pre- and post-operative treatment, including analgesia**. For rodents, please utilize the green surgery cards for any animals housed in the vivarium that are recovering and/or receiving post-operative treatment.

Proper aseptic technique: It is crucial to apply the appropriate aseptic technique for each procedure (see IACUC policy # 5 and 6 for further review of aseptic guidelines)

Gas vaporizer certification: Anesthesia vaporizers must be validated according to the manufacturer's recommendations or tri-annually. CCMS can assist with identifying a vendor to certify your machine (estimated cost of \$50/machine). Please contact Ron Primm, CCMS OR Supervisor, for further information.

Labeled materials: All materials (such as drug formulations, disinfectants in spray bottles, etc.) must be properly labeled, to include the name of the product and the expiration date of the mixture.

Clutter: Remove all materials stored on the floor. Do not store cardboard in the lab if used for animals. If you store research support materials within the vivarium, please ensure that it is stored in a clean sanitizable container, and all supplies are neat and tidy.

F-Air Canisters: Weigh F-Air canisters and record weight before the first use; weigh after each anesthetic session and record weight; discard after a weight change of 50 grams. F-Air canisters should be resting on the side, not standing on end.

Expired materials: Any substance, material or device that goes in or on an animal as part of a survival procedure must be within its expiration date. Any substance used for anesthesia, analgesia, or treatment as part of a survival/non-survival procedure must be within its expiration date.

Controlled substances: Controlled substances must have corresponding log sheets that have been completed with all required information; and the substances must be secured behind 2 locks. Review the Controlled Substance Procedures for more details.

Signage: Know and understand what cage markers indicate and how to respond (such as: Attention Sick Animal, Clinical, Separated, and Overcrowded). If you have questions, please contact your respective CCMS Husbandry Facility Supervisor.

CO2 Signage: The AVMA has updated the CO2 guidelines for euthanasia. Ensure you have the most up to date signs posted on your CO2 tanks and regulators are present on the tanks.

Special diet storage: **Please contact your respective vivarium supervisor where your animals are housed to store food within the animal facility for subsequent use. This is preferred over animal food storage in the laboratory.** If you are storing a nonstandard animal diet or food in your lab, assure there is proper signage, and the diet is stored in conditions based on the manufacturer recommendations. Food must be stored in air tight containers and labeled with the name, manufacture date and/or open date, and the expiration date. If the food item is a common human foodstuff, it must be labeled “not for human consumption”.

Service Requisitions: All service requisitions should be accurate and up to date. No special food or water (or other husbandry) experimental parameters will be honored unless there is a valid service requisition with IACUC approval to reflect these aims.

Needles: Please do not recap needles. Needles and sharps should be placed directly into the sharps container.

Safety: Common safety issues found in labs include un-restrained gas cylinders, failing to replace covers on eyewash stations and conducting work in uncertified chemical fume hoods or biosafety cabinets. If you see any of these issues in the CCMS housing facilities, please report it to the building supervisor or care staff.

Social Housing: The IACUC policy requires social housing of all social animals. Principal investigators are encouraged to design experiments that would best avoid isolation of social animals, such as procuring animals in stable groups or pairs, maintaining them in such groups and, whenever possible, ending experiments in ways that would not result in an extended isolation of individual animals. Experimental paradigms and scientific requirements may result in singly housed animals. This condition may be due to the sequential removal of

individuals of a social group due to the progression of an experiment. In such cases, animal may be singly housed for up to 72 hours. After this period of time, animals can only be singly housed with IACUC approved scientific justification, social incompatibility or veterinary concern.

Emergency Vet Care: Know and understand how to contact a CCMS veterinarian for animal health support or emergencies. There is a veterinarian on-call 24 hours a day. The Emergency coverage information is posted in the Animal Facility and Supervisor office.

THE KEY! Just relax and be proud of the work you do in your lab. If you are doing the things listed above and aware of the activities in your lab, there is no reason you can't be open and excited to discuss your work and animal use with the site visitors.