

AAALAC SITE VISIT 2015: WHAT YOU CAN DO TO PREPARE

The Association for the Assessment and Accreditation of Laboratory Animal Care, International (AAALAC, Intl.) will conduct its follow-up site visit to the University of Michigan on June 22-26 2015.

Medical School

TIPS TO HELP YOU PREPARE

Keep the following tips in mind as you prepare for the site visit:

Be familiar with the UCUC A-approved protocol for your animal use project. Every research staff member using animals should be familiar with the UCUC A-approved protocol for their projects, and ensure that the animals are used accordingly.

PREPARATION CHECKLIST

You can use the following checklist as a guide in preparing your area for the site visit. For more information on any of the policies or guidelines, please see the [Guide for the Care and Use of Laboratory Animals](#) or the UCUC A website (www.ucuca.umich.edu).

LABELING AND IDENTIFICATION

- ☐ **Check that all animals are properly identified** with species, strain/stock/breed, source, PI, pertinent dates (birth, arrival, capture, etc.), and current UCUC A approval number. Dogs and cats are required to have a USDA tag or tattoo, and primates are usually tattooed.

EUTHANASIA

- ☐ **Carbon Dioxide:** Ensure that all **laboratory maintained carbon dioxide euthanasia stations** have a regulator and flow meter installed. The flow rate must be set to 10-30 volume displacement per minute.

HUSBANDRY

- ☐ **Ensure that all animals are clean and dry.** Cages should be changed if the bedding appears wet or overly soiled.

VETERINARY CARE AND MONITORING

- ☐ **All ill or injured animals MUST be reported to the ULAM veterinary staff using the ATR and Acetate system.** Remind everyone who uses your facility. Information on obtaining veterinary care can be obtained from ULAM and UCUC A and should be prominently posted.
- ☐ **Ensure that monitoring records are complete and available** within or in close proximity to the animal housing room for animals currently on tumor studies or recovering from surgical procedures. Records for all USDA-covered species must be maintained for 3 years past the protocol expiration date. Copies of monitoring records for USDA-covered non-rodent species must be submitted to ULAM for incorporation into the animal's permanent medical record. See the [Guidelines for Animal Medical Records](#) for more information.

MICRO AND MACRO ANIMAL ENVIRONMENT

- ☐ **Check that animals are provided with adequate housing space, particularly cages with litters of rodents.** See the [Guide for Care and Use of Laboratory Animals](#) and the [UM Policy on Mouse and Rat Breeding and Cage Densities](#) for specific information on space requirements. **Animals must be socially housed** (two or more per cage/enclosure) unless single housing is justified in the protocol or they are separated due to fighting or veterinary health concerns.

FACILITY AND EQUIPMENT MAINTENANCE

- ☐ **Check that all surfaces in your animal housing rooms are in good repair,** vermin-proof (no holes or gaps), and sanitizable.

STORAGE

- ☐ **PROPERLY DISPOSE OF ALL EXPIRED ITEMS** -- drugs, treatments, fluids, foods, etc., on or before the expiration date.
- ☐ **ENSURE THAT ALL CONTROLLED SUBSTANCES ARE SECURED** in a locked, substantially-constructed cabinet, safe, or drawer and required documentation is maintained.

PERSONNEL

- ☐ **Check that all personnel who work with animals are listed on the protocol and are properly trained.** Remind everyone that training is mandatory and is provided by the ULAM Training Core. Information about training and course requirements can be obtained from the ULAM Training Core (763-8039 / ulam-trainingcore@med.umich.edu)