Preparation Summary for AAALAC Accreditation – PIs (Animals not in labs)

Three years ago, through a coordinated effort from all levels of the University, the campus received accreditation from the AAALAC. This was an important milestone for the campus and great accomplishment for all animal researchers. In a few short months, we will undergo our next continuing review, which promises to be even more thorough as our initial review. Our initial success was due in large part to the overwhelming efforts of PIs and research staff in individual labs who brought their facilities into strict compliance with federal and campus guidelines. We will need a similar response if we are to be successful this time and we are counting on your support. Most of the requirements were implemented previously and are being followed. We have prepared this summary as a guide to helping units prepare for our AAALAC review and to correct any deficiencies.

If you have any questions, or need assistance with any of the issues presented here or elsewhere, please contact Doug Powell at dpowell@umd.edu or 5-4920 or the IACUC office at graebel@umd.edu or 5-5037.

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 or industry guidelines, send the name of the guidelines to CARF@umd.edu or Doug Powell.

Please note the new policies recently accepted by the IACUC that apply to your facility. These policies are based on the new requirements of the updated Guide:

Temperature of refrigerators and freezers are documented weekly when used to store products for animal care such as food or medications.

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.
Consistency with Protocol

Please ensure that the operations of your facility are in compliance with your IACUC protocol. Items to pay particular attention to include:

- Ensure that individual housing of animals has been approved by IACUC. Please notify CARF@umd.edu if animals are ever individually housed.
- All animal procurement including animal transfers between protocols are sent to CARF@umd.edu
- Ensure that, unless exempted by the protocol or other written policy, all animals receive species-appropriate enrichment.
- Non-pharmaceutical grade drug use approved by IACUC.

Personnel Documentation

Please ensure that your and your staff’s training and documentation is up to date, and compliant with proper lab safety, procedures, and reporting methods. Items to pay particular attention to include:

- PI/Animal User training. (Must be 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
- Enrollment in Occupational Health. (Must be renewed every 3 years)
- Ensure that personnel are conversant in SOPs and protocols and that the training was documented.
- Ensure that personnel are aware of procedures to report animal welfare issues.
- Ensure that personnel are familiar with the Emergency Response Plan (http://www.umresearch.umd.edu/IACUC/campus_policies.html) and the provisions for euthanasia in the plan

Other Documentation

- If NIOSHA respirators are used, OSHA Appendix D to Section 1910.134 is signed and on file.
- Ensure that any out of date pharmaceuticals are disposed of properly – in particular, please examine dates on any refrigerated items.
- Ensure that food and fluid restriction logs are completed daily and animals are weighed at least weekly.
- Ensure that controlled drug logs are accurate and inventories are completed every 6 months.
Signage

Please ensure that signage is clear, and in proper use. Items to pay particular attention to include:

- Injury reporting procedure
- PPE usage
- Safety with animals
- Abuse & Neglect Letter
- Emergency contact information
- Remove BSL-2 sticker on yellow door sign. Biosafety sign posted only when lab is hot.
- Refrigerator and microwave signage (e.g., Food/No Food)
- Remove outdated signage or notices

Physical Environment

Please be sure that the facilities and equipment are regularly cleaned and functioning properly (or clearly labeled if not functioning). Items to pay particular attention to include:

- Walls, floors, ventilation grills, filters, and floor grills
- Animal procedure and euthanasia equipment
- Refrigerators and freezers (defrosted)

Please also note:

- Ensure that proper PPE is available and used
- Minimize overall clutter
- Avoid tape build up (labels, etc.,) on racks, cages or other vivarium surfaces
- Label all 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.
- Ensure that mops are suspended on utensil hangers to dry, and that they are not too old or soiled for use
- Check sharps containers for overfill
- Ensure that:
  - eye wash station is flushed weekly and documented
  - fume hoods/biosafety cabinets are certified
  - electrical outlets in potential wet areas are covered and/or are ground fault
  - burned out light bulbs, cracked or missing light covers are replaced
  - gas cylinders are secured
- Ensure that employee lunches are not stored in biological refrigerators

Animal Care

- Ensure that cage cards are complete
- Ensure that logs or records are complete, including:
  - animal health records
- surgery records (should be compliant with IACUC guidelines)
- pain score sheets
- food/fluid restriction log (completed daily; animals weighed at least weekly)

- Ensure proper cage use, including:
  - Cages are not overcrowded
  - Cages are not so opaque to prevent adequate observation and/or sanitation
  - Rodents are not housed on top shelves of open shelf racks

- Ensure that adequate method of animal transportation is available
- Remove outdated feed

**Additional Surgical Practice Information**

- Anesthetic machines are under regular preventive maintenance – vaporizers are verified every 2 years.