Preparation Summary for AAALAC Accreditation – Facilities

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 at least as 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. We are also providing a copy of the semi-annual inspection checklist, which you have all seen previously, as a reference.

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 “must” means mandatory, imperative, while “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 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.

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 must be 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.

Live rodent traps are checked at least daily to prevent potential animal distress. Trapped animals must be euthanized humanely. Documentation of observing traps should be part of the daily animal health checks.

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 IACUC protocols associated with animals in the facility. 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
- SOPs for husbandry, veterinary care and biosecurity are on file with IACUC.

Personnel Documentation

Please ensure that staff training and documentation is up to date, and that personnel are 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 for outside individuals entering the facility, such as FM.
- 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 campus Emergency Response Plan (http://www.umresearch.umd.edu/IACUC/campus_policies.html), the facility-specific response plan 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
- Pest management notebook is available
- Sanitation log for all surfaces. See the attachment - AAALAC Site Visit Packet appendix entitled “Cleaning and Disinfection of the Micro and Macro Environment”. The sanitizing method and frequency of surface areas must be documented.
- 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
- Biosafety
- PPE usage
- Safety with animals
- Abuse & Neglect Letter
- Emergency contact information
- Refrigerator 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)
- Transportation vehicles

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
- Ensure that dedicated equipment/supplies are present in rooms
- Any peeling paint is identified; uncaulked wall or ceiling penetrations are repaired and/or work orders submitted
- 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 personnel are familiar with environmental controls and who is responsible for them
- Ensure that employee lunches are not stored in biological refrigerators
- Check and document proper light timer function every 6 months
- Monitor cage washer temperatures
**Husbandry**

Please be sure that proper husbandry documentation procedures are being followed. Items to pay particular attention to include:

- Ensure that animals are observed daily and cage cards are complete
- Ensure that logs or records are complete, including:
  - room logs
  - 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 walls are not so opaque to prevent adequate observation and/or sanitation
  - Rodents are not housed on top shelves of open shelf racks

Other husbandry considerations:

- Ensure that adequate method of animal transportation are available
- Remove outdated feed
- Ensure that there is a means of determining age (milling date) or type of feed in feed barrels/receptacles
- Ensure that filters (ventilated racks, room air, water lines etc.) are periodically changed and change documented.
- Avoid inadequate cleanup around dumpsters or stand-alone animal facilities (may lead to vermin infestation)

**Additional Surgical Practice Information**

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