**Preparation Summary for AAALAC Accreditation – Agricultural Animals**

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:**

Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd edition. Please note that “must” means mandatory, imperative, while “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 in your IACUC protocol.** :

* All animal procurement including animal transfers between protocols are sent to DLAR@umd.edu
* Unless exempted by the protocol or other written policy, all animals receive species-appropriate enrichment.
* Larry Shelton is notified of outside veterinary care.
* Response plan includes provisions for euthanasia.
* Non-pharmaceutical grade drug use is approved by IACUC.
* SOPs for husbandry, veterinary care and biosecurity are on file with 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.
* 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* Out-of-date pharmaceuticals are disposed of properly – in particular, examine dates of refrigerated items.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.** Items to pay particular attention to include:

* 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**

**Facilities and equipment are regularly cleaned and functioning properly (or clearly labeled if not functioning).** Items to pay particular attention to include:

* Walls, floors, handling equipment, waste implements.
* Mixing devices and feed delivery equipment.
* Refrigerators and freezers (defrosted and clean).
* Proper PPE is available and used, and that hearing protection provided as appropriate.
* Maintain biosecurity.
* Minimal overall clutter
* No tape build up (labels, etc.,) on racks, cages or other vivarium surfaces
* Label broken equipment
* Any peeling paint is identified and 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.
* Mops are suspended on utensil hangers to dry; mop heads are periodically changed or sanitized.
* Sharps containers are not overfilled.
* Personnel are familiar with environmental controls.
* Employee lunches are not stored in biological refrigerators.
* Eye wash station is flushed weekly and documented.
* Electrical outlets in potential wet areas are covered and/or are ground fault.
* Burned out light bulbs, cracked or missing light covers are replaced
* When applicable, check and document proper light timer function every 6 months.

**Animal Care**

* Animals are observed and documented daily.
* 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)
* 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.