

EUROPEAN INSTRUCTIONS FOR COMPLETING THE PROGRAMM DESCRIPTION FOR THE INSTITUTIONAL ANIMAL CARE AND USE PROGRAMME

The following instructions are to be used to assist you in completing your Programme Description for your institutional animal care and use programme for AAALAC International. The completed Programme Description is comprised of three parts: Introduction; Description; and Appendices. If more than one administrative unit is responsible for animal care, each subject noted must be addressed for each animal care programme. This may be done by describing the largest programme and noting the exceptions as they apply to other programmes. **DO NOT REFERENCE APPENDICES IN LIEU OF A BRIEF DESCRIPTION DIRECTLY IN THE REPORT, EXCEPT AS NOTED SPECIFICALLY.** For example, a copy of Standard Operating Procedures should not be used as a substitute for describing the cage and room sanitation programme. An accurate Programme Description is necessary to provide Council with sufficient information to make an objective judgment concerning accreditation of a unit. Representatives from AAALAC International will review the Description and, at the time of the site visit, evaluate the programme and facilities for conformance with the Guide for the Care and Use of Laboratory Animals (Guide), NRC 1996; the Council of Europe ETS 123; and applicable legislation (e.g. European Directive 86/609/EEC and National legislation). Note that the outline basically follows the Guide. Therefore, if you are in doubt about certain questions, you should refer to the Guide for clarification. Please use the Programme Description Formatting and Submission Instructions in addition to the instructions provided below.

INSTRUCTIONS

I. Introduction/Description

1. The Introduction and Description should include all subject headings and subheadings highlighted in bold print and underlined in the outline. The information requested may be presented in either paragraph or outline format.
2. It is imperative to respond to all items. If items are not applicable, please indicate.
3. For each stated heading/subheading, responses should be succinct yet provide sufficient detail so AAALAC International reviewers can understand and assess the programme. Each segment of the Description should be completed.
4. Appendices and references to other sections in lieu of an accurate Programme Description are not acceptable. An accurate, concise overall Description is dependent in part on the completeness of information.
5. Programmatic oversight of all aspects of the animal care and use programme as described in the Guide has to be explained in Section I.C. of the Programme Description. Irrespective of whether the programmatic oversight is carried out by just one body or is delegated to several bodies (e.g. protocol review to an Ethics Committee, occupational health and safety to the Occupational Health Unit etc.), it must be described how the comprehensive programmatic oversight, and the responsibility and authority of the body/bodies, subsequently referred to as the Body, are ensured.
6. Please note that any **programme-wide** exception(s) to the Guide and/or applicable

regulations which have to be approved in an appropriate manner must be described in detail, as follows:

- a. State the approved programme-wide exception in the appropriate section of the Programme Description (e.g., sanitation schedule, animal housing density).
- b. Provide the rationale for why the programme-wide exception to the Guide and/or applicable regulations is necessary.
- c. Provide a summary of the basis for the approval of the programme-wide exception considered by the Body, including references, data and other relevant considerations. Please note that it is not necessary to supply detailed data with the Programme Description; however, the site visitors may wish to see evidence at the time of the site visit.
- d. Summarize the procedural details of the ongoing review process of all approved programme-wide exceptions.

II. Appendices/Supplemental Information

The following information is to be appended as a supplement to the Programme Description.

A summary of pertinent information contained in the appendices should be incorporated into the Programme Description under appropriate headings:

1. Organizational chart of institutional management structure and of key staff for the accreditable animal resource unit and reporting line(s) for the Body.
2. Line drawing(s) (plans) of animal facilities on A4 size paper (do not include blueprints).
3. Summary of animal housing sites, noting the number of areas in which animals are housed (buildings, floors, etc.), the total square metres for animal care and use, and the necessary support of the animal care and use programme. A blank table for completion is provided, as well as “Animal Facility Square Metres Compilation” to assist in calculating actual square metres.
4. Summary of heating, ventilation, and air conditioning (HVAC) system(s). Current (within the last 12 months), detailed (by room) HVAC system performance data are to be provided as indicated on the enclosed HVAC form. A sample and blank form denoting information desired are included.
5. Cage description, including size and materials. A sample form is provided.
6. Current daily average animal inventory and annual use by species. A link to a sample form denoting information desired is available at http://www.aaalac.org/programdesc/Average_Animal_Inventory.doc. Please duplicate this form or provide the same information in your existing format.

7. Animal Usage Form. A blank form denoting data desired is included. Please duplicate this form or provide the same information in an existing format. A list of protocols may be incorporated into the Animal Usage Form, or provided separately.
8. Membership roster of the Body, if not provided in Part II, Description. Please indicate name and role they fulfill on the Body (e.g., scientist, nonaffiliated member, etc.). If the Body is not institutional (e.g. governmental), all the relevant information regarding its composition and functioning should also be provided.
9. Minutes of the last two meetings of the Body. The past 3 years' minutes should be available during the site visit. If the Body is not institutional, all the official communications related to its review function (e.g., submission/approval of protocols) between the institution and the Body should be available.
10. The most recent report of the semiannual review of animal care programmes and facilities by the Body and competent authorities. The past 3 years' reports should be available during the site visit.
11. Blank copy of institution's animal protocol form and, if different, the renewal/review form.

The following information for the past 3 years should be made available for review at the site visit:

1. Copies of pertinent inspection reports by the competent authorities and responses (if applicable).
2. Other information relevant to the animal care and use programme such as policies, procedures, or plans relating to e.g. environmental enrichment for the species housed.
3. Copy of Disaster Plan.

III. General Information

Board and Council members, ad hoc Consultants/Specialists, and staff representing AAALAC International are required to execute a "Confidentiality Agreement." Conflict of Interest statements are also declared by each site visitor. AAALAC International representatives agree to treat all materials as privileged and safeguard material in their possession. Copies of these agreements are available on request.

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Body Membership Roster
Body Minutes (last two meetings)
Body most recent report on Programme and Facilities oversight
Blank animal Protocol Form and Renewal/Review Form (if different)

PROGRAMME DESCRIPTION

PART I - Introduction

- A. State the name of the programme unit and, if applicable, its parent organization. List all organizations (faculties, schools, centres, etc.) included within the programme unit.
- B. Give a brief overview of the institution, its purpose and how the animal care and use programme relates to the mission of the institution.
- C. Describe the organization and include an organizational chart or charts (as an Appendix/Appendices) outlining the lines of authority from the Institutional Official/License Holder to the named veterinarian, the Body, and the personnel providing animal care. Please include the title, name, and degree (if applicable) of each individual at the level of supervisor or above. Names of animal care staff below the title of supervisor need not be included, but the titles and number of animal care personnel under each supervisor should be included. If animal care responsibility is administratively decentralized, the organizational chart or charts must include all animal care programmes, indicating the relationship of the administrative units and personnel involved with the Institutional Official/License Holder.
- D. Identify the key institutional representatives (including but not limited to the chairperson of the Body, named veterinarian, animal programme manager, public relations contact, etc.) and individuals anticipated to participate in the site visit. Please provide mailing addresses if different from the unit's contact person.
- E. Accreditation History: If this is a new application for AAALAC International accreditation, so note. If already accredited, describe major changes in the programme and facilities since the last site visit.
- F. Briefly describe the major types of research, testing, and teaching programmes involving animals and note the approximate number of principal investigators and protocols involving the use of animals. As mentioned in the instructions, please complete the animal use form included with this outline or provide the information requested in a similar format as an appendix.
- G. Note the source(s) of annual research funding (grants, contracts, etc.) involving the use of animals.
- H. Briefly summarize in the following table the animal facility or facilities, noting the number of areas in which animals are housed (buildings, floors, etc.), the total square metres for animal care and use, and the total square metres for necessary support of the animal care and use programme covered by this Description (HVAC, service corridors, etc. and additional areas to be considered are enumerated in the Guide). If more than one facility, note the approximate distance (metres/kilometres) each facility is from a reference point such as from the largest animal facility. A campus map (with a distance scale) may be included as an Appendix to provide this information. Provide floor plans of each area as an Appendix. In Section II.D. describe the general types of animal housing facilities available (e.g., conventional, hazard containment, gnotobiotic, barrier, barns, etc.) and other details of the facilities.

Animal Housing Sites					
Location (Building/site name)	Distance from main facility (a campus map may be provided in lieu of this information)	Approx. sq./m animal care & use	Approx. sq./m support space	Species housed	Person in charge of site

- I.** List other on-site units (divisions, departments, colleges, etc.) of your organization that house and use animals which are not included in this Description. If any of these are contiguous, physically or operationally, with the applicant unit, describe the association.
- J.** Contract Facilities: According to the AAALAC International Rules of Accreditation, if the care of animals owned by an AAALAC International accredited institution or an institution applying for accreditation is contracted for, then AAALAC International considers the contractor's animal care programmes and facilities to be an integral part of the institution's animal care and use programme. If the contract facility is not accredited separately, the animal care programmes and facilities of the contractor must be included and identified as contractor-provided in the following requested Description. The facilities will be site visited and all elements of the animal care programme (personnel training; programmatic oversight; programmes and facilities; occupational health programme; veterinary care; etc.) will be evaluated as a part of the institution's site visit to determine compliance with AAALAC International standards. The institution must make arrangements for the site visit of the contractor's facilities and for review of all elements of the animal care programme provided by contract. In those cases where a contractor provides personnel for the animal care and use programme within the accredited institution's facility, the occupational health programme and employee training programme will be evaluated to determine compliance with AAALAC International standards. If the contractor's facilities are fully accredited by AAALAC International, a description of the contractor's programmes and facilities is not required; and the contractor's facilities may be exempt from the site visit process at the discretion of AAALAC International.

Therefore, if the institution contracts for animal care facilities or services for animals owned by the institution, identify the contractor and its AAALAC International accreditation status. If a contractor's animal care and use programme is not accredited by AAALAC International, a description, following the same outline, of the contractor's programmes and facilities must be provided. In addition, note the species and approximate average number of animals housed in the contract facilities and the approximate distance between the institution's animal facility and the contract facility. If the institution does not contract for animal care facilities or services, so note.

If, based on the AAALAC International Rules of Accreditation, a review of contract programmes and facilities is going to be required, please inform the AAALAC International office as soon as possible so a decision may be made regarding the length of the site visit.

- K.** Note other relevant background that will assist reviewers of this report.

PART II - Description

A. Institutional Policies and Responsibilities

1. Monitoring the Care and Use of Animals

a. Body/bodies for programmatic oversight

If the programmatic oversight is not performed at the institutional level, describe the system in place.

- 1) Name/title of official who appoints the Body (when institutional):

Name/title of Institutional Official/License Holder for animal care and use:

- 2) Provide the composition of the Body, indicating names, degrees, and affiliation as an appendix. If the programmatic oversight is performed by an external Body, provide all the available information on its composition.

How frequently does the Body meet? _____

- 3) Referring to page 9, paragraph 4 of the Guide, does the Body assume responsibilities for these functions?

Yes_____ No_____ If not, why not?

- 4) Describe the orientation and training programme for the members of the Body. If the programmatic oversight is performed by an external Body, provide all the available information on its training.

- 5) Describe the frequency with which the Body reviews the animal care and use programmes and facilities and provide a copy of the last report of this review as an appendix.

If contract facilities, or contractor-provided personnel, are used, describe procedures used by the Body to review such programmes and facilities and provide a copy of the last report of this review.

- 6) If the institution is inspected by competent authorities, comment on the institutional responses to deficiencies noted on the inspection reports. Copies of all Inspection Reports for the past three years should be available for review by the site visitors.

7) Describe other monitoring procedures for the care and use of animals.

b. Animal Care and Use Protocol Review Process [Guide, p.10]

(A blank copy of your institution's protocol review form should be provided as an attachment)

Describe the process for **reviewing and approving animal study protocols** including the review of research and teaching proposals and ongoing studies and periodic reviews. This applies to all protocols that involve the use of animals (including pilot studies), irrespective of the funding source. Describe how protocols that have a potential to cause pain or distress to animals are reviewed and controlled or overseen.

c. Physical Restraint [Guide, p.11]

Note: This section is to include only those protocols that require prolonged restraint. Brief restraint for the purpose of performing **routine** clinical or experimental procedures need not be described.

1) Indicate **special animal restraint devices** that are used or have been used within the last three years:

Method of Restraint	Species	Approved Duration of Restraint
Chair		
Tether		
Stanchion		
Sling		
Other		

2) Briefly describe the policies for approving the use of the restraint procedures.

3) Briefly describe physical restraint acclimation procedures.

4) How is the use of physical restraint monitored?

d. Multiple Major Survival Surgical Procedures* [Guide, p.11]

Note: One survival surgical procedure followed by a nonsurvival procedure is not included in this category.

1) Describe the institution's policy regarding multiple major survival surgery on a single animal.

- 2) Describe the procedure for approving multiple major survival surgery and the criteria used for making a determination.
- 3) Summarize the protocols currently approved that require multiple major survival surgical procedures and the time allowed between procedures on the same animal. Describe the method of institutional monitoring.

*A major surgical procedure is one that penetrates and exposes a body cavity or produces substantial impairment of physical or physiologic function.

e. **Food or Fluid Restriction** [Guide, p.12]

- 1) List experimental situations that require food and/or fluid restriction:

Title of Experiment	Justification	Species	Length of Restriction

- 2) Describe how animal health is monitored (e.g., body weight, blood urea nitrogen, urine/fecal output, food/fluid consumed, etc.).
- 3) Describe steps taken to ensure adequate nutrition/hydration during the restricted period.

2. **Veterinary Care** [Guide, p. 12] (See also Section C - Veterinary Medical Care)

a. **Institutional Veterinarian(s)**

Name of veterinarian(s)	If full time, indicate time dedicated to animal care and use programme	If part time/consultant, indicate frequency and duration of visits

Indicate with a check mark all those that apply to the veterinarian's institutional role and responsibilities:

- | | Plans/
Advises | Oversees/
Monitors | Conducts |
|---|-------------------|-----------------------|----------|
| 1) Disease detection and surveillance, prevention, diagnosis, treatment, and resolution | G | GG | |
| 2) Handling and restraint; anaesthetics, analgesics and tranquilizer drugs; and methods of euthanasia | G | GG | |

- 3) Surgical and postsurgical care GG G
- 4) Promotion and monitoring of animal's physical and psychological well-being G
- 5) Oversees adequacy of the husbandry programme G
- 6) Involved in the review and approval of all animal care and use, e.g., via a role on the Body G
- 7) Training of institutional staff in the care and use of laboratory animals G
- 8) Assists in establishment and/or monitoring of occupational health and safety programme G
- 9) Monitors for zoonotic diseases G
- 10) Advises on and monitors biohazard control policies and procedures relevant to the animal care and use programme G
- 11) Other (please describe) _____

b. List **others** (e.g. investigators, technical staff) who have a direct role in the provision of veterinary care and describe their responsibilities.

Position Title	Responsibility

3. **Personnel Qualifications and Training** [Guide, p.13]

a. **Animal Resource Professional/Management/Supervisory Personnel** (including the veterinary personnel named above). Provide name and credentials of personnel and describe their qualifications. Please do **not** provide curriculum vitae of personnel.

Name/credentials	Describe qualifications, training, continuing education

b. **Animal Care Personnel**

Indicate the number of animal care personnel. _____

Summarize their training, certification level and type, experience, and continuing education opportunities provided.

c. **Research Staff**

Describe training/educational programme(s) regarding the humane and scientifically acceptable use of animals in research for investigators, instructors, technical personnel, trainees and students, and visiting personnel.

d. **Personnel Training for Specific Procedures**

- 1) Describe special qualifications and training of **staff involved with the use of hazardous agents in animals.**
- 2) Describe **educational programme(s)** to inform personnel about zoonoses, personal hygiene, and other considerations regarding occupational health and safety.
- 3) Describe the training and experience of **personnel performing surgery.**
- 4) Describe the training and experience required to **perform anaesthesia.**
- 5) Describe the training and experience of **personnel carrying out euthanasia procedures.**

4. **Occupational Health and Safety of Personnel** [Guide, pp.14-18]

a. **Hazard Identification and Risk Assessment**

Describe the process used to identify and evaluate the potential hazards, such as animal bites, chemical cleaning agents, allergens and zoonoses, inherent or intrinsic to the use of animals at your institution. Also describe the assessment process for such dangers as hazardous biologic, chemical, or physical agents, including ionizing and non-ionizing radiation. Describe how risks of these hazards are assessed and how procedures are developed to manage the risks.

b. **Medical Evaluation and Preventive Medicine for Personnel**

- 1) Describe the **occupational health and safety programme** and identify categories of personnel (e.g., research staff, animal care staff, students, etc.) included in the programme and the individual and/or office responsible for monitoring the programme.
- 2) Indicate what special precautions are taken for **personnel who work with nonhuman primates.**

Provision of additional training (please specify) G

Provision of bite/wound kits and follow-up medical care G

Provision of additional protective clothing (please specify) G

c. **Personal Hygiene and Protection**

- 1) List routine **personal protective equipment and work clothing provided** for animal care personnel.

Describe arrangements for **laundrying work clothing**:

In-house facilities G

Commercial service G

Other _____ G

- 2) Describe **provisions for washing hands, showering, and changing clothes**. Are work clothes worn **outside the animal facility**?

- 3) Describe **procedures** (equipment and instructional) that reduce potential for physical injury.

- 4) Describe **policies regarding eating, drinking, and smoking in animal facilities**.

d. **Procedures Involving Hazards**

- 1) Institutional Policies
- a) Describe briefly **institutional policies** governing experimentation with hazardous biologic, chemical, and physical agents.
 - b) Describe aspects of the health and safety programme that especially **apply to personnel potentially exposed to hazardous agents**.
 - c) Describe **procedures for reporting** exposure and potential hazards.
- 2) Describe the **oversight process and husbandry practices** in place to ensure personnel safety, including any **personal protective equipment provided** when work assignment involves hazardous agents.

- 3) Describe **how hazardous agents are contained** within the study environment and in the animal housing area.
- 4) Describe **safety procedures for using volatile anesthetics** and **how anaesthetic gases are scavenged**.
- 5) List hazardous or potentially **hazardous agents currently approved** to be used in animals.
- 6) Describe the **programme for housing and caring** for animals exposed experimentally to the hazardous agents noted above, with emphasis on management and safety practices for containment of each class of agent. Indicate how levels of personnel exposure are assessed.

If **special facilities** are provided for use with hazardous agents, describe each. Note square metres, number of animal rooms, and support spaces. In addition, describe design features, construction features, and special equipment, especially as they relate to hazard containment. Note if, and how, exhaust air is treated.

If special facilities are not available and animals exposed to hazardous agents are housed within conventional animal rooms, so note.

B. Animal Environment, Housing, and Management

1. Physical Environment

a. Housing

1) Primary Enclosures

- a) Describe the enclosure (e.g., cage, pen, stall) environments.

Species	Dimensions of Enclosure	Maximum Number Animals/Enclosure	Enclosure Composition & Description

b) If **enclosures with special ventilation** are used, please describe.

c) If the animal facility includes a **barrier**, please describe.

2) **Sheltered or Outdoor Housing** [Guide, pp.24-25]

a) Identify if the environment is a barn, yard, pasture, or island.

b) Methods used to protect animals from weather extremes, from predators, and from escape include:

Type of Protection	Check all that apply
Windbreaks	
Shelters	
Shaded areas	
Areas with forced ventilation	
Heat-radiating structures	
Access to conditioned spaces	
Other (describe):	

c) Describe protective or escape mechanisms for submissive animals, how access to food and water is assured, provisions for enrichment, and efforts to group compatible animals.

3) **Naturalistic Environments** [Guide, p.25]

a) Describe types (forests, islands) of naturalistic environments and how animals are monitored for animal well-being.

b) Describe how food, water, and shelter are provided.

c) Describe how animals are captured.

b. **Animal Space Provisions**

Describe space **exceptions** to European Recommendations (Appendix A to ETS 123) and applicable legislation (e.g., Directive 86/609/EEC and national legislation), indicating the references/considerations used (e.g., by the Body) to verify adequacy of space provided.

c. Temperature and Humidity

Describe briefly **the heating and air-conditioning system performance**. Provide method and frequency for assessing, monitoring, and documenting animal room or housing area temperature and humidity. Note, current (**within the last 12 months**) detailed (by room) performance data are to be provided as indicated on the enclosed HVAC form. If outdoor housing areas are used, so note.

d. Ventilation [Guide, pp.30-34]

- 1) Briefly describe the **performance aspects of the ventilation system**. Provide method and frequency for assessing, monitoring, and documenting the animal room ventilation rates and pressure gradients (with adjacent areas). Note: current (**within the last 12 months**) detailed (by room) information is to be provided as indicated on the enclosed HVAC form.
- 2) Describe ventilation aspects of any special primary enclosures using forced ventilation.
- 3) If any air used in a room or primary enclosure is recycled, describe the source of the air and how gaseous and particulate contaminants are removed.

e. Illumination [Guide, pp.34-36]

Describe lighting system for the species in use at your institution.

Species	Light Intensity	Photoperiod (L:D)	Water-resistant light fixtures (yes/no)	Automatic control (yes/no)	Windows (yes/no)

f. Noise [Guide, p.36]

Describe facility design features and other methods used to **control, reduce, or prevent excessive noise** in the animal facility.

2. **Behavioural Management**

a. **Structural Environment** [Guide, pp.36-37]

Describe the **structural environment of primary enclosures** that may enhance the well-being of animals housed in cages, pens, or shelters.

Species	Resting Boards	Shelves/ Perches	Toys/ Manipulanda	Foraging Opportunities	Nesting Material	Swings	Other (Specify)

b. **Social Environment** [Guide, pp.37-38]

- 1) Describe **efforts made to provide for animals' social needs.**
- 2) Describe **steps taken with isolated or individually housed animals** to compensate for the absence of other animals (e.g., interactions with humans, environmental enrichment).

c. **Activity** [Guide, p. 38]

Describe **provisions to allow animals to exhibit species-typical activity** patterns (e.g., exercise, access to pens, opportunity for exploration, foraging, nesting materials).

3. **Husbandry**

a. **Food** [Guide, pp.38-40]

- 1) List **type and source** of food stuffs.
- 2) Describe **storage facilities of vendors**, noting temperature and vermin control measures. If more than one source, describe each.
- 3) Describe storage **facilities in the animal facility** noting temperature and vermin control measures. If more than one facility, describe each.
- 4) Describe **food storage in animal rooms.**
- 5) Describe **food preparation areas.**
- 6) Describe **how food is provided** to various species (*ad libitum*, limited amounts, types of feeders).
- 7) Describe **special food quality control procedures** including procedures for rotating stock, monitoring milling dates, nutritional quality, bio-load,

chemical contaminants, etc.

b. Water [Guide, pp.40-41]

- 1) Describe **source, treatment or purification process, and how provided** to the animals (pans, bottles with sipper tubes, automatic watering, etc.).
- 2) Methods of **quality control** including monitoring for contaminants.

c. Bedding [Guide, p.41]

- 1) Describe **type(s) and how used** for various species (direct or indirect).
- 2) Describe **storage facilities** including vermin control measures (if more than one, describe for each area).
- 3) Describe **quality control procedures** including monitoring for contaminants.

d. Miscellaneous Animal Care and Use Equipment

This section need not be repeated for each animal facility.

- 1) Describe **motorized vehicles** used for transporting animals, noting the type and how the cargo compartment is climatically controlled.
- 2) Describe **other animal care related equipment** used in the animal care programme (specialized equipment for exercise or enrichment, high pressure sprayers, vacuum cleaners, etc.).

e. Sanitation [Guide, pp.42-44]

1) **Bedding change**

- a) Describe **frequency of contact and non-contact bedding changes** for each species and cage type (solid bottom or suspended) or pen.
- b) Describe any **exceptions** approved by the Body to frequencies recommended in the Guide or in applicable regulations, and the criteria used to justify those exceptions.
- c) Note the location **where soiled bedding is removed** from the cages and where clean bedding is placed into the cages.

2) **Cleaning and disinfection of primary enclosures**

- a) Note the **washing/sanitizing frequency and method** for each of the following:

	Washing/Sanitizing Method (mechanical washer, hand washing, high-pressure sprayers, etc)	Washing/Sanitizing Frequency
Solid bottom cages		
Suspended wire bottom or slotted floor cages		
Cage lids		
Filter tops		
Cage racks and shelves		
Cage pans under suspended cages		
Play pens, floor pens, stalls, etc.		
Corrals for primates or outdoor paddocks for livestock		

b) Describe any **exceptions approved by the Body** to Guide (or other applicable regulations) recommended sanitation intervals.

3) **Cleaning and disinfection of secondary enclosures**

	<u>Method</u> (e.g., hose, high pressure washer, vacuum cleaner, mopping, etc.)	<u>Cleaning/Sanitizing Agent</u> (generic name)	<u>Frequency</u>	<u>Other Comments</u>
ANIMAL ROOMS				
Floors				
Walls				
Ceilings				
Ducts/Pipes				
Fixtures				
CORRIDORS				
Floors				
Walls				
Ceilings				
Ducts/Pipes				

Fixtures				
SUPPORT AREAS (e.g., surgery, procedure rooms, etc.) Complete for each area:				
Floors				
Walls				
Ceilings				
Ducts/Pipes				
Fixtures				
IMPLEMENTS (note whether or not shared)				
Mops				
Mop buckets				

4) **Sanitization of Cage Equipment and Transport Cages/Equipment/Vehicle(s)**

	<u>Method</u> (e.g., hose, high pressure washer, vacuum cleaner, mopping, etc.)	<u>Cleaning/Sanitizing Agent</u> (generic name)	<u>Frequency</u>	<u>Other Comments</u>
Feeders				
Watering Devices				
Exercise devices and manipulanda used in environmental enrichment programmes, etc.				
Transport cages				
Other transport equipment (list)				
Vehicle(s)				

5) **Assessing the effectiveness of sanitation**

Describe how the **effectiveness of sanitization procedures** is monitored (water temperature monitoring, microbiologic monitoring, visual inspections, etc.).

f. **Waste Disposal** [Guide, pp. 44-45]

Describe the **handling, storage, method and frequency of disposal, and final disposal location** for each of the following:

- 1) Soiled bedding and refuse
- 2) Animal carcasses
- 3) Hazardous wastes - infectious, toxic, radioactive

g. **Pest Control** [Guide, pp. 45-46]

- 1) Describe the **programme for controlling pests** (insects, rodents, etc.) noting the control agent(s) used, where applied, and who oversees the programme and applies the agent(s).
- 2) Note **how animal users are informed** of pesticide use and how animal users may opt out of such use in specific areas.

h. **Emergency, Weekend, and Holiday Care** [Guide, p. 46]

- 1) Describe **procedures for providing weekend and holiday care**. Indicate who (e.g. regular animal care staff, students, part-time staff, etc.) provides and oversees care and what procedures are performed. Indicate qualifications of weekend/holiday staff if not regular staff.
- 2) Describe **procedures for contacting responsible animal care and/or veterinary personnel** in case of an emergency.
- 3) Describe **procedures for monitoring animal facility mechanical systems** and notifying appropriate personnel in the event of a significant failure that occurs outside regular work hours.
- 4) Briefly describe **the plan for responding to a disaster** and identify those institutional components which would participate in the response.

4. **Population Management** [Guide, pp. 46-48]

a. **Identification and Records**

- 1) Describe **animal identification methods** for each species (e.g., cage cards, tattoo, neck chains, etc.).
- 2) Describe **procedure(s) for maintaining individual records** on animals. Identify the species for which individual records are maintained, individuals (titles, not necessarily names) responsible for maintaining the records, and where they are maintained and how access is assured for veterinarian(s) and

the Body.

b. Genetics and Nomenclature

- 1) **Describe programme for advising investigators** on selection of animals based on genetic characteristics.
- 2) Describe programme for advising investigators on **using standardized nomenclature** to ensure proper reporting of the identification of the research animals with regard to both the strain and substrain or the genetic background of all animals used in a study.

C. Veterinary Medical Care

1. Animal Procurement and Transportation [Guide, p. 57]

- a. Describe **method for evaluating the quality of animals** supplied to the institution (e.g., from commercial vendors, other institutions, etc.).
- b. Describe **how animals are transported** between dealers and the institution and how they are transported within the institution.

2. Preventive Medicine

a. Quarantine, Stabilization, and Separation [Guide, 58-59]

- 1) Describe the **initial animal receipt and evaluation** procedures for each species.
- 2) Describe **quarantine facilities and procedures** for each species that are purpose bred (e.g., rodents, rabbits, dogs, etc.).
- 3) Describe **quarantine/conditioning facilities and procedures** for each random source (not bred and raised specifically for research) species used (e.g., sheep, pigs, etc.).
- 4) Describe **stabilization periods**.
- 5) Describe **programme for separation of animals** by species, source, and health status. If not maintained separately, describe circumstances where mixing occurs and rationale for mixing.
- 6) Describe **isolation facilities and procedures** for ill animals.

b. Surveillance, Diagnosis, Treatment, and Control of Disease [Guide, pp. 59-60]

- 1) **Programme**

- a) Describe **procedure** for daily observation of animals for illness or abnormal behaviour, the observer's training for this responsibility, and procedure for reporting observations (written or verbal).
- b) Describe **procedure for providing veterinary medical care** to ill animals and note the chain of command for and mode of communicating (written or verbal) information to the veterinarian regarding sick animals.
- c) Describe **procedure for maintaining medical records** and documenting treatment of ill animals including: clinical laboratory findings, diagnosis, treatments, medical progress, etc. Identify individual(s) (titles, not necessarily names) responsible for maintaining such records and where the records are maintained.
- d) Describe **preventive medicine programmes** (TB testing, vaccination, vendor surveillance, etc.) for each species.
- e) Describe **programme for monitoring the health status** of in-house breeding colonies and other animals housed in facilities (e.g., use of sentinel animals, etc.).

2) **Diagnostic Resources**

Describe **available diagnostic capabilities** including:

- a) In-house diagnostic laboratory capabilities.
- b) Commercially provided diagnostic laboratory services.
- c) Necropsy facilities and histopathology capabilities.
- d) Radiology capabilities.

3. **Surgery** [Guide, pp.60-64]

a. **Presurgical Planning** [Guide, p. 61]

Describe the process(es) used to ensure adequate pre-surgical planning: identifying personnel; locating equipment, supplies, and facilities; planning pre- and postoperative care.

b. **Aseptic Procedures**

- 1) Describe **procedures and equipment used for aseptic surgical technique**. Include patient and surgeon preparation.

- 2) Describe **methods used to sterilize instruments and protective clothing**. Indicate how effectiveness of sterilization is monitored.

c. **Surgical Facility Location and Use**

- 1) List building name(s) and room number(s) **where survival surgical procedures are performed** on nonrodent, non-production farm animal, mammalian species.
- 2) Indicate for each surgical facility area if the use is heavy, moderate, or light.

d. **Facilities for Aseptic Surgery** [Guide, pp. 78-79]

Describe **where surgical support functions are provided**.

e. **Surgical Facility Equipment**

List the **major surgical support equipment available at each location** where survival or nonsurvival surgery is performed (gas anaesthesia machines, respirators, etc.).

f. **Survival Procedures (all vertebrates)**

Describe the criteria used to differentiate major from minor and survival from nonsurvival procedures. Describe the **surgical programme for each location** (species used, types of procedures, etc.).

g. **Postsurgical Actions**

Describe the **postsurgical care programme at each location** including who is responsible for overseeing and providing the care; types of records maintained (e.g., intraoperative, perioperative); where maintained, etc.

h. **Nonsurvival Procedures (all vertebrates)**

- 1) List the **location(s) (include room numbers) where nonsurvival procedures are performed**.
- 2) Describe the **surgical programme for each location** (species used, types of procedures, etc.) and the practices employed during nonsurvival procedures.

4. **Pain, Distress, Analgesia, and Anaesthesia** [Guide, pp. 64-65]

- a. Describe **how and by whom pain and distress are assessed** and categorized.
- b. Describe how the Body **ensures unnecessary pain and distress are avoided** (e.g., animal use proposal includes criteria for removal or euthanasia if painful or stressful outcomes are expected, criteria for euthanasia based on tumor size, etc.).
- c. List the **agents used for each species**. Dosages, routes of administration and drug

combination should be included in guidelines and available at the time of the site visit. Describe also any nonpharmacologic means used to moderate pain.

d. Describe **how the veterinarian provides guidelines and advice** concerning choice and use of anaesthetics, analgesics or other pain moderating methods.

e. Describe **how the use of anaesthetics and analgesics is monitored** and by whom.

5. **Euthanasia** [Guide, pp. 65-66]

List **methods used for each species.**

6. **Drug Storage and Control**

a. Describe **general storage arrangements for both controlled and noncontrolled drugs.**

b. Describe **record keeping procedures for controlled substances.**

D. **Physical Plant** [Guide, pp. 71-79] - Repeat this section for each animal housing area and include as an appendix the floor plans of each on A4 size paper.

1. **Location and Construction**

1) Note the **location (building, floor, wing, etc.) and size of the animal facility.**

2) Describe the **physical relationship of the animal facilities to the research laboratories.**

3) Describe the **general arrangement of the animal facilities** (conventional, clean/dirty corridor, etc.).

4) Describe **finishes throughout the animal facility** for floors, walls, ceilings and doors.

5) Note **specialized types of available animal housing** spaces such as barrier or hazard containment (infectious, radioactive, chemical), "animal cubicles" (also known as "Illinois Cubicles," "Horsfal Cubicles," and "animal modules"), or facilities designed specially for housing certain species of animals such as pens for dogs, pigs, sheep, nonhuman primates, etc.

2. Operation

a. Transport Through Corridors

Describe circumstances in which animals or caging equipment are transported in common use corridors or elevators (e.g. have the potential to come in contact with individuals not associated with the animal care and use programme).

b. Power and Lighting [Guide, p.76]

- 1) Note if emergency power is provided for the animal facility and if so, what electrical services it maintains in the event the primary power source fails.
- 2) Give history of power failures to the animal facility. Note frequency and duration. If emergency power was not available during a power failure, describe steps taken to assure the comfort and well-being of the animals and the temperature extremes reached in the animal rooms during the failure.
- 3) Describe animal losses or health problems resulting from power failures (if any).

c. Storage Areas [Guide, p. 77]

Describe storage facilities for cages, equipment, supplies, and flammable or hazardous agents and materials.

d. Facilities for Sanitizing Materials [Guide, pp. 77-78]

Describe for each cage sanitation area its location, the traffic flow pattern (soiled to clean or in and out) within the facility, and kinds of equipment (tunnel washer, bottle washer, rack washer, etc. and other related equipment such as bedding dispensing units).

3. Farm Animals and Field Studies

Describe facilities, care and use practices for field studies and farm animals if maintained in animal units not addressed previously.

4. Describe procedures for maintaining security in animal housing area.

Describe, such features as perimeter fences, gates, entry ways, cameras, night patrols.

EXAMPLE

ANIMAL USAGE

In order to assist the site visitors in their evaluation of the animal care and use programme, please provide the information requested below. Information, organized by species should be given on all animals used in research, teaching or testing, including those which may be used or housed in laboratories outside the animal care facility. Of particular interest is information on those animals which are used in research projects involving recovery surgical procedures, behavioural or other testing requiring chairing or other forms of restraint, or exposure to potentially hazardous materials.

TYPE OF PROCEDURES	# OF PROTOCOLS	SPECIES	APPROX #/YEAR	PRINCIPAL INVESTIGATOR	LOCATION OF USE
Liver macrophage-harvest euthanized	15	mice	1500	J. A. Smith M. J. Tyson A. M. Knight	Rm. 047 Rm. 078 Rm. 098
Embryo transfer	5	mice	2500		
Stapling devices- survival surgery	1	dogs	15	K. C. Day	Rm. 718
Thoracotomy/vascular implant- survival surgery	6	dogs	10		
Bone grafting	2	dogs	12		
Teaching demonstration	1	dogs	02		
Catherization (chaired)	2	NH primates	04		
Infectious disease	2	NH primates	45		
Neurosurgery	4	grey squirrel	15		
Motor nerve stimulator implantation	1	pigs	16		
Pyrogen testing	2	rabbits	35		
Antibody production- Freunds Adj	1	rabbits	09		
Corneal laser surgery	4	rabbits	24		

Use additional pages for presentation of animal usage if necessary

EXAMPLE

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ANIMAL USAGE

TYPE OF PROCEDURES	# OF PROTOCOLS	SPECIES	APPROX #/YEAR	PRINCIPAL INVESTIGATOR	LOCATION OF USE
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Use additional pages for presentation of animal usage if necessary

EXAMPLE

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HEATING, VENTILATING & AIR CONDITIONING (HVAC) SYSTEM

Summarize the heating, ventilation and air conditioning (HVAC) information for each animal room/support facility indicating: a) source(s) of air, b) air recirculation rates if other than fresh air, c) air exchange rates, d) relative pressure differentials, e) humidity control, and f) date of most recent measurement/evaluation. Information may be provided in another format, providing all requested data is included. HVAC information should be provided from assessments obtained within the past 12 months.

Room No.	Use	Air Source % Fresh/Recirculated	Treatment Filtered/Absorbers, etc.	Air Changes	Pressure €	Humidity Control	Date Assessed
10	Surgery	100% Fresh	HEPA	15	+	Y	8/92
125	Holding Room	100% Fresh	HEPA	12	-	Y	8/92
135	Holding Room	100% Fresh	Coarse filter/charcoal	10	-	Y	8/92
150	Treatment Room	100% Fresh	None	10	-	Y	7/92
175	Necropsy	100% Fresh	HEPA	15	-	Y	7/92
200	Cage Wash	30% Recirculated	Coarse filter	15	-	Y	7/92
210	Feed Storage	50% Recirculated	Coarse filter	10	-	Y	7/92
215	Storage	70% Recirculated	Coarse filter	08	-	Y	4/92
300	SPF Room	100% Fresh	HEPA	15	+	Y	4/92
A100	Swine Facility	100% Fresh	N/A	variable fan	N/A	N	
A-12	Pole Barn	100% Fresh	N/A	climate dependent	N/A	N	

HEATING, VENTILATING & AIR CONDITIONING (HVAC) SYSTEM

Summarize the heating, ventilation and air conditioning (HVAC) information for each animal room/facility indicating: a) source(s) of air, b) air recirculation rates if other than fresh air, c) air exchange rates, d) relative pressure differentials, e) humidity control, and f) date of most recent measurement/evaluation. Information may be provided in another format, providing all requested data is included. HVAC information should be provided from assessments obtained within the past 12 months.

Room No.	Use	Air Source % Fresh/Recirculated	Treatment Filtered/Absorbers, etc.	Air Changes	Pressure €	Humidity Control	Date Assessed
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Use additional pages for presentation of HVAC if necessary