

Program Description Top 10 Tips

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1. **Download the Program Description (PD) and Instructions** appropriate for your geographic location and follow the instructions.
2. **Read the complete question carefully**, refer to the pages of the *Guide* that are referenced for additional information/clarification, and when applicable, the *Ag Guide*, ETS 123 or local regulations.
3. **Provide clear, concise details** on how your program is meeting the specific expectation of the *Guide*. There should not be a reason to repeat information requested elsewhere in the Program Description.
4. **Take advantage of the hyperlinks** in the PD that provide additional information.
5. Utilize AAALAC's **FAQs, Position Statements, Rules of Accreditation**, and applicable **Reference Resources** available on the AAALAC website (www.aaalac.org).
6. **If you are subject to Federal or State Open Records legislation**, consider alternative methods for distributing sensitive material as described in the PD Instructions Notes (b). Consult with your institution's legal counsel and/or the AAALAC International Office prior to submission of your PD if you have concerns regarding potential public release of sensitive information.
7. **If you choose to cut and paste from your previous PD**, ensure that the questions are identical and that your response is still applicable and reflects current practices (i.e., your institution still houses the species, uses the hazardous agent, etc.).
8. **Enlist subject matter experts** to participate in drafting their respective sections of the PD (e.g., OHS, EHS, Animal Care managers, IACUC/Oversight Body, Maintenance/Facilities personnel, Research personnel (e.g., Ag, aquatics, satellite housing, etc.).
9. Have portions of the draft PD **reviewed by subject matter experts** before finalizing it; ensure that what is described is the actual or current practice.
10. **For questions or to discuss unique situations**, contact the AAALAC Executive Office (301-696-9626; accredit@aaalac.org).