

## AAALAC, Int. Site Visit: Are you Ready?

The [Association for Assessment and Accreditation for Laboratory Animal Care \(AAALAC\), International](#), will be conducting a review of the UC Berkeley animal care and use program in 2016, which will include a site visit in early 2016. ACUC, OACU and OLAC will be working closely with investigators during the year to prepare for a successful visit. Please use this self-assessment checklist to make sure you are ready. Questions? Please contact the Office for Animal Care and Use (OACU) at [acuc@berkeley.edu](mailto:acuc@berkeley.edu) or 642-3884.

<b>Animal Use Protocol</b>	
	A copy of the currently approved protocol is available to all lab personnel (paper or electronic).
	All personnel working with animals are listed on an approved protocol.
	All animals procedures that are currently being performed are listed on an approved protocol and are performed as described in the protocol.
	All compounds (e.g., test compounds, anesthetics, analgesics, etc.) used in animals are described in the currently approved protocol.
	All personnel working with animals are familiar with the procedures described in the protocol, and understand that only procedures listed in the protocol can be performed.
	Locations where animal procedures are performed are listed on the currently approved protocol
<b>Documentation of Training</b>	
	All personnel are aware of the <a href="#">training requirements and opportunities</a> for animal users.
	Any training on procedures that is provided by lab personnel is documented and available to site visitors.
	All personnel are up to date on their CITI on-line training: initial plus 5 year renewal.
	All personnel that are performing euthanasia or survival surgery have been certified by OLAC and documentation of certification (email) is available to site visitors.
<b>Occupational Health &amp; Safety</b>	
	All personnel are aware of the <a href="#">Animal Occupational Health &amp; Safety Program</a> , and understand the health risks associated with their exposure to animals in a research or teaching setting.
	All personnel are up to date on their Animal Exposure Questionnaire (AEQ): initial plus annual renewal
	Anesthetic gases are properly scavenged.
<b>Applicable ACUC Guidelines</b>	
	All personnel are aware of and familiar with <a href="#">ACUC guidelines</a> that apply to the procedures they are performing (see list on page 2).
<b>Procedures and Procedure Space</b>	
	Locations where animal procedures are performed are clean, free of clutter, and sanitizable.
	All drugs, suture, and dated medical supplies are within their expiration date.
	All controlled substances are stored and their use documented in accordance with <a href="#">EH&amp;S policy</a> . Controlled substance use logs are available to site visitors.
	Surgical monitoring records and anesthetic records are maintained in accordance with <a href="#">ACUC policy</a> and are available to site visitors.
	Written records are maintained for all analgesia administration, at the dosage and frequency described in the currently approved protocol.
<b>Animal Housing Areas</b>	
	Breeding colonies are maintained according to <a href="#">ACUC Guidelines</a> , to assure that cage housing density does not exceed recommendations (no overcrowded cages).

**Policies**

<b>General</b>	Animal Care and Use Program
	Animal Occupational Health and Safety Program
	Media Recordings of Institutionally Owned Animals
	Principal Investigator Responsibilities
	Record Disposition
<b>ACUC Functions</b>	IACUC Membership
	Policy and Procedures on Protocol Review
	Training and Education
<b>Special Considerations and Exceptions</b>	Fasting Animals, Special/Regulated Diets/Water/Housing Policy
	Multiple Partial Ovariectomies in Xenopus (MPOX)
<b>Introduction of Biologicals and Compounds</b>	Testing Biologicals Used in Laboratory Rodents
	Use of Non-Pharmaceutical Grade Compounds
<b>Animal Facilities</b>	Admission of Visitors to Animal Facilities
	Food, Beverage and Smoking Policy in Animal Facilities
<b>Other</b>	Change in Animal Ownership

**Guidelines**

<b>General</b>	Post-Approval Monitoring Guidelines
	Reporting Suspected Deficiencies in Animal Care or Treatment
<b>Writing the Animal Use Protocol</b>	Justification of Animal Numbers
	Literature Searches for Alternatives
<b>Common Procedures</b>	Antemortem Tissue Collection for Genotyping/Identification
	Blood Collection Techniques and Limits
	Dosing Techniques and Limits
	Guidelines for the Production of Antibodies in Laboratory Animals
	Guidelines for the Use of Rodents in Experimental Neoplasia
	Physical Restraint of Unanesthetized Animals
<b>Surgery</b>	Guidelines for Anesthesia and Analgesia in Laboratory Animals
	Guidelines for Surgical Procedures
	Recordkeeping Guidelines for Surgical Procedures on Laboratory Animals
	Use of Neuromuscular Blocking Drugs in Anesthetized Animals
<b>Animal Transportation and Quarantine</b>	Animal Transportation
	Quarantine Guidelines
<b>Animal Housing and Breeding</b>	Aquatic Frog Housing Density Guidelines
	Best Practices for Mouse Breeding
	Environmental Enrichment Plan
	Guidance on Exceptions Regarding Housing or Husbandry of Laboratory Animals
	Investigator Care of Vertebrate Animals
	Investigators who Manage Mouse Breeding Programs
	OLAC Care of Vertebrate Animals
	Rat Housing Guidelines
<b>Euthanasia</b>	Euthanasia Guidelines