MEMORANDUM

To: Personnel Utilizing Animals for Research or Teaching
From: Institutional Animal Care and Use Committee (IACUC)
Subject: Important Information about the Upcoming Association for the Assessment and Accreditation for Laboratory Animal Care, International (AAALAC) Site Visit
Date: May 16, 2011

'AAALAC International is a private, nonprofit organization that promotes the humane treatment of animals in science through voluntary accreditation and assessment programs.'

The University of North Carolina at Chapel Hill (UNC-CH) will host a site visit by the Association for the Assessment and Accreditation for Laboratory Animal Care, International (AAALAC) June 7 – 10, 2011. The purpose of the site visit is to assess UNC's animal care and use program and to determine whether UNC-CH will retain its long standing AAALAC accreditation. Accreditation by this organization is essential if UNC-CH is expected to continue with animal research and maintain its status as one of the top research institutions in the country.

Participation in this accreditation process is voluntary, although it is important for all researchers at UNC-CH to have an understanding of this accreditation/evaluation process and to demonstrate a commitment to high quality animal care and use.

Part of the evaluation will consist of the AAALAC representatives visiting investigator maintained satellite housing areas as well as investigator laboratories and asking questions concerning the care and treatment of animals and specifics of the approved animal protocols. Consequently, it is prudent for all researchers to make preparation for this visit, as it is up to the discretion of AAALAC representatives to select specific laboratories. If the Principal Investigator (PI) will not be available during the visit to answer questions, please ensure that an informed and qualified laboratory representative, preferably the Laboratory Animal Coordinator (LAC), is available. Please ask your laboratory personnel who are involved with animal work to review the current applications and amendments to ensure that all procedures are conducted as described in the IACUC-approved application. The Office of Animal Care and Use (OACU) Training and Compliance Coordinators will be reviewing essential information with you during your next semi-annual laboratory inspection. DLAM facilities, investigator-maintained satellite housing areas, facilities with an approved animal procedural space exception (APSE), and areas where surgical procedures are conducted will be a particular focus of the AAALAC site visitors. At the time of the accreditation visit, areas where animal procedures are conducted should be clean and orderly, drug inventories should be assessed for expired agents, anesthetic and analgesic records should be readily available, and husbandry logs for satellite facilities should be available and up to date.
The following are typical questions posed by site visitors:

- **Describe the animal procedures conducted in the laboratory**
  - Are all animal handlers familiar with the approved applications
  - What training is received prior to working with animals
  - What are the approved study endpoints
  - What approved method(s) of euthanasia are described in your application
  - What is the maximum time animals are allowed in the laboratory
    - Investigator maintained housing facilities (satellite and APSE)
      - requirement for daily animal observation and husbandry care
      - describe the routine cleaning of the facility

- **Survival surgical procedures**
  - Describe the principles of aseptic technique
  - Describe how the following are prepared:
    - site (eg: separate area, heat pad, surgical towel, free of clutter)
    - animal (eg: shaving, aseptic prep of incision site)
    - surgeon (eg: donning of hair bonnet, gloves, lab coat, face mask)
    - instruments (eg: initial and in-between animal sterilization)
    - use of sterile gloves or no-touch technique
  - surgical record maintenance

- **Anesthetic, Analgesic, and Euthanasia agents**
  - agents approved in application
  - routes of administration, dosage, dosing schedule
  - records of use
  - agents are not expired
  - agents are pharmaceutical grade (unless approved exception)
  - proper storage and documentation for controlled substances
  - Inhalational anesthetic agents
    - anesthetic vaporizer maintenance
    - waste gas scavenging (eg: active or passive form)
    - securing high pressure tanks

- **General Processes**
  - reporting a sick animal
  - enrollment in University Occupational Health Program
    - animal handler form – updated annually
    - how to proceed if an allergy to lab animals is suspected
  - reporting an animal concern or application non-compliance
  - disposal of carcasses
  - transportation of animals to / from a housing facility

If you have any questions regarding the upcoming site visit please contact
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