



## MEMORANDUM

**To:** Personnel Utilizing Animals for Research or Teaching  
**From:** Institutional Animal Care and Use Committee (IACUC)  
**Subject:** Important Information about the Upcoming AAALAC International Site Visit  
**Date:** April 24, 2017

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*'[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 AAALAC International **May 30 – June 2, 2017**. The purpose of the visit is to assess UNC-CH's animal care program and to determine whether UNC-CH will retain its long-standing AAALACi accreditation which is essential for UNC-CH to maintain its status as one of the top research institutions in the country. It is important for all researchers at UNC-CH to have an understanding of this process and to demonstrate a commitment to high quality animal care and use.

AAALACi representatives will visit investigator laboratories and will ask questions concerning the care and treatment of animals and specifics of the approved animal protocols. Consequently, it is prudent for all researchers to prepare for this visit, as it is up to the discretion of AAALACi representatives to select specific laboratories. All satellite facilities, APSEs, and labs conducting surgery should be prepared for a visit. However, we will let researchers know the likelihood and start to plan blocks of time a week to two weeks prior to the site visit. If the Principal Investigator will not be available during the visit, please ensure that an informed and qualified laboratory representative, preferably the Laboratory Animal Coordinator (LAC), is available. Please ask your personnel who are involved with animal work to review the animal care and IACUC policies, guidelines, and standards as well as your currently approved protocols and amendments to ensure that all procedures are conducted as described in the IACUC-approved protocol.

The Office of Animal Care and Use (OACU) Training and Compliance Coordinators have been reviewing essential information with you during your semi-annual laboratory inspections. Investigator-maintained satellite housing areas, facilities with an approved animal procedural space exception (APSE), and areas where survival surgical procedures are conducted will be a particular focus of the AAALACi site visitors. At the time of the visit, areas where animal procedures are conducted should be clean and orderly, drug inventories should be assessed for expired agents, and anesthetic and analgesic records should be accurate and readily available.

AAALACi will conduct its visit based on the [Guide for the Care and Use of Laboratory Animals, 8th edition](#)

The following are **typical questions posed by AAALACi site visitors**:

- *Describe the animal procedures conducted in your laboratory*
  - How do animal handlers access approved applications
  - What training is received prior to working with animals
  - What are the approved study [humane endpoints](#) (e.g., body condition scoring, [tumor burden](#), etc.)
  - What approved method(s) of euthanasia are described in your application
    - equipment maintenance (e.g., guillotine)
    - are you familiar with the current [CO2 euthanasia guidelines](#)
  - What is the maximum time animals are allowed in the laboratory
    - [Satellite/ 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 (e.g., separate area, heat pad, surgical towel, free of clutter)
      - animal (e.g., shaving, aseptic prep of incision site)
      - surgeon (e.g., hair bonnet, gloves, lab coat, face mask)
      - instruments (e.g., initial and in-between animal sterilization)
      - use of sterile gloves or no-touch technique
  - surgical and postoperative monitoring records and [cage cards](#)
- *Anesthetic and/or Analgesic agents*
  - approved agents, pharmaceutical grade
  - routes of administration
  - administration schedule (e.g., every 6 hours for 48 hours, etc.)
  - approved dosage and concentration
  - [records of use](#)
  - [controlled substance accounting](#)
  - inhalational anesthetic agents
    - anesthetic vaporizer maintenance
    - waste gas scavenging (e.g., active or passive form)
    - monitoring and disposal of charcoal canisters
    - securing high pressure tanks
- *Safety Issues*
  - *use of hazardous agents in animals*
  - *proper cage side signage ([chemical](#) and [biological hazards](#))*
  - *eyewash station maintenance and signage*
- *General Processes*
  - reporting a sick animal
  - enrollment in [University Employee Occupational Health Clinic](#)
    - animal handler form – updated annually
    - how to proceed if an allergy to lab animals is suspected
  - reporting an animal concern or protocol non-compliance
    - [how to proceed and who to contact](#)
    - whistleblower protection
  - [documentation of husbandry duties performed by investigator](#)
  - [disposal of carcasses](#)
  - transportation to / from a housing facility
    - knowledge of [IACUC approved transport policy](#)
    - concealment of cages (e.g., dirty/clean, with/without animals)

### [AAALAC International Position Statements](#)

If you have any questions regarding the upcoming site visit please contact  
Dr. Craig Fletcher (Director, Division of Laboratory Animal Medicine) [Email](#)  
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