**Preparation Summary for AAALAC Accreditation – Aquatic Animals**

Sometime in May, June or July, we will undergo our next AAALAC review. This summary has been prepared as a guide to help units prepare for AAALAC.

If you have any questions, or need assistance with any of the issues presented here or elsewhere, please contact Larry Shelton at ljsdvm@umd.edu or 5-4920 or Pam Lanford at planford@umd.edu or 5-7295.

**References on Animal Care:**

Guide for the Care and Use of Laboratory Animals, 8th edition. Please note that a “must” means mandatory, imperative, while a “should” also means “must” but the IACUC may approve an alternative strategy. If using societal, taxon or industry guidelines, send the name of the guidelines to Larry or Pam.

**Consistency with Protocol**

**Ensure that you are following procedures established in your protocol.**

* All animal procurement including animal transfers between protocols and animals cultured are sent to DLAR@umd.edu. Animals that are cultured may be documented on the room log which is then sent to DLAR.
* Unless exempted by the protocol or other written policy, all animals receive species-appropriate enrichment.
* Non-pharmaceutical grade drug use is approved by IACUC.
* SOPs for husbandry, veterinary care and biosecurity are on file with IACUC.

**Personnel Documentation**

**Ensure that your and your staff’s training and documentation are up to date, and compliant with proper lab safety, procedures, and reporting methods.**

* PI/Animal User training. Renewed every 3 years.
* Enrollment in Occupational Health. Renewed every 3 years or when change species or pathogen. Recall may be shorter depending on your program.
* Lab specific training.
* Facility-specific training provided by the facility manager including outside individuals entering the facility, such as FM.
* Personnel are conversant in SOPs and protocols and the training was documented.
* Personnel are aware of procedures to report animal welfare issues.
* Personnel are familiar with the Emergency Response Plan and the provisions for euthanasia in the plan

**Other Documentation**

* Out-of-date pharmaceuticals are disposed of properly – in particular, examine dates of refrigerated items.
* Pest management notebook is available and current.

**Signage**

**Signage is clear and in proper use.**

* When Injury Happens.
* PPE requirements when applicable.
* Safety With Animals, English and Spanish (if housekeeping enters area).
* Abuse & Neglect Letter.
* Emergency contact information (ESSR’s yellow door sign).
* Refrigerator and microwave signage (e.g., Food/No Food).
* Remove outdated signage or notices.

**Physical Environment**

**Ensure facilities and equipment are regularly cleaned and functioning properly (or clearly labeled if not functioning).**

* Walls, floors, ventilation grills, filters, and floor drains.
* Refrigerators and freezers (defrosted).
* Proper PPE is available and used when required.
* First aid kit or exposure kit present and in date.
* Minimize overall clutter.
* No tape build up (labels, etc.,) on surfaces.
* Label all broken equipment
* Submit all necessary works orders.
* Chemicals/cleaners, etc. are labeled with product and expiration date when placed in end-use containers. Label with “date opened” identified if no expiration date.
* Nets are cleaned, disinfected and managed to avoid contamination of systems.
* Sharps containers are not overfilled.
* Eye wash station is flushed weekly and documented or are in date.
* Electrical outlets in potential wet areas are covered and/or are ground fault.
* Burned out light bulbs, cracked or missing light covers are replaced.
* Gas cylinders are secured.
* Personnel are familiar with environmental controls and who is responsible for them.
* Employee lunches are not stored in biological refrigerators.
* Check and document proper light timer function every 6 months.

**Animal Care**

* Animals are observed and documented daily.
	+ Logs/records are complete, including room logs and animal health records when applicable.
* Proper tank use, including:
	+ tanks are not overcrowded.
	+ tank walls are not so opaque to prevent adequate observation and/or sanitation.
* Adequate method of animal transportation is available.
* Milling date and type of feed in feed barrels/receptacles are identified.
* Bins that are used to store animal feed either have a plastic liner or are sanitized every 3 months. When plastic liners are used, they are changed every 3 months and the bin sanitized every 6 months or more often if needed.
* Unopened bags of feed and bedding are stored on racks, pallets, carts or shelves. If pallets are used, they must be at least 4 inched from the wall to allow cleaning. Opened bags of feed are stored in a sealed container.
* Filters (ventilated racks, room air, water lines etc.) are periodically changed and change documented.
* Live rodent traps are checked and documented at least daily to prevent potential animal distress. Trapped animals must be euthanized humanely.
* Primary enclosures allow normal physiological and behavioral needs.
* Test and document water quality and ensure that standards are acceptable