

What can my lab do to prepare for the AAALAC Site Visit?

Protocol Review

- Review your protocol with all lab staff
- Document that all lab staff have **read** and **understand** the protocol
- Update your protocol if needed (remove rooms that aren't in use, remove people, procedures that have not been done or will not be done, etc)

Records

- Make sure all records are **accurate, complete,** and **easy to read** (see [RARC website](#) for more information)
- Controlled substance users:** review your records for accuracy

Animal Areas

- Review all your animal cage cards for the required information (refer to policy number [UW-4104](#))
- Assess any singly housed animals (why is it singly housed, is it approved in your protocol or approved in ASHER, etc)
- Label all your lab specific secondary containers with the substance name, expiration date, and any additional applicable information (date mixed/made, etc).

Cleaning

- For **shared procedure rooms in the facility**
 - Dispose of or remove expired materials
 - Clean and organize your area
- For **lab areas outside of the facility** used for animal procedures (surgical, non-surgical procedures, behavioral tests, etc)
 - Dispose of or remove expired materials
 - Clean and organize your area
 - Write a cleaning SOP for your work area
 - Document that the lab has cleaned the work area and any equipment used
 - Update your signage (Emergency Contact Sheet, Biosafety Sheets, etc) (Signage needs to be updated annually)

Additional Items

- Review the AAALAC preparation resources with all lab staff members

- Attend a Town Hall Meeting for AAALAC preparation (SMPH and SVM)
- Schedule a lab or facility space visit with the Animal Program Assessment Specialists
- Identify which lab member(s) will be present in your area during the site visit

<https://www.aaalac.org/education-outreach/aaalac-presentations/>



RARC
Research Animal Resources and Compliance
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