Getting Ready for AAALAC

The Association for Assessment and Accreditation for Laboratory Animal Care (AAALAC) will be conducting a review of the Stanford animal care and use program in 2018, which will include a site visit. Please use this self-assessment checklist to make sure you are ready.

PPE:
All personnel MUST be aware of and have access to appropriate PPE for their specific work.

☐ All personnel must be aware of and have access to appropriate PPE for their specific work. Use the Laboratory PPE Assessment Tool.

☐ PIs, managers, and supervisors are responsible for the establishment and maintenance of good safety.

☐ Supervisors have the primary responsibility for implementing the PPE Program and ensuring that employees have received the necessary training.

☐ PPE in animal areas: When working in an animal housing area, PPE must be worn as directed by the VSC.
* At a minimum this includes long pants (or equivalent) that covers legs and ankles, non-perforated, closed-toed, shoes that completely cover the feet, and a lab coat.
* Additional PPE will be required according to the specific work.
* If you have questions or need training regarding PPE in your animal area, please contact your husbandry supervisor or Esther Klettke (eklettke@stanford.edu).

Occupational Health and Safety:
Make sure that all personnel are aware of the Laboratory Animal Occupation Health Program and understand the health risks associated with their exposure to animals in a research or teaching setting.

☐ All personnel must be knowledgeable about the Laboratory Animal Occupation Health Program and Questionnaire.

☐ People with contact with or exposure to non-human primates, sheep, or other hooved mammals (including unfixed tissue, blood, and bodily fluids) have filled out the Laboratory Animal Occupation Health Program Questionnaire and returned it to EH&S.

☐ Anesthetic gases used during animal studies are properly scavenged.

Be Inspection-Ready in Lab spaces:
When animals are used in your laboratory space, you MUST always be inspection-ready.

☐ Expired drugs must be appropriately disposed.
* It may be appropriate to use expired substances during terminal procedures; however it is NEVER acceptable to use expired anesthetics or analgesics. Review the APLAC’s “Guidelines for the Conditional Use of Expired Medical Materials in Research Animals” for more details.

☐ Compressed Gas cylinders must be properly restrained. See the Stanford EH&S Guidelines for the storage of Compressed Gas cylinders for details.

☐ There should be NO human food in biological refrigerators.

☐ Ensure that sharps are appropriately disposed of, including no recapped needles. Review EH&S’s proper disposal of sharps and broken glass.

☐ Ensure all appropriate MSDSs are available to staff. Review Stanford’s Safety Data Sheet Database.

☐ Ensure your lab space has adequate gas scavenging. Review Stanford’s Safe Use of Anesthetic Gases.

☐ Review all Hazard Signage in the Lab Space periodically to ensure it is accurate and current. Review Stanford’s Hazard Communication Handout.

☐ Periodically review all lab SOPs and ensure they are being followed.

☐ Ensure that all locations where animal procedures are performed are clean, free of clutter, and sanitizable. This includes areas being free of cardboard on the floor.

Animal Use Protocol:
Make sure that You and any animal users in your lab are familiar with any approved APLAC protocols under which they will be working.

☐ A copy of the currently approved protocol is available to all lab personnel (paper or electronic).

☐ All personnel working with animals are listed on the approved protocol.

☐ All animal procedures that are currently being performed are listed on an approved APLAC protocol and are performed as described in the protocol.

☐ All compounds 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.

AAALAC Site Visit:
ARE YOU READY?
Social Housing and Enrichment:
Social species MUST be socially housed unless outlined in the protocol or agreed guidelines.

☐ Physical enrichment should be provided to all animals*. If animals are exempt from this enrichment for scientific reasons, this must be in the approved protocol. For more details on physical enrichment, please speak with your husbandry supervisor.

*Some aquatic species may be exempt from physical enrichment.

**Approved exceptions to social housing in rodents includes: Scientific justification as approved in the protocol; health or behavioral concerns (e.g. fighting); last remaining animal on study; or cagemate(s) removed temporarily from cage for study-related, health or behavioral reasons.

Animal Housing:
Make sure that all personnel are aware of their responsibilities when housing and/or breeding animals at Stanford University.

☐ If your lab is working with mice, review the APLAC Guidelines for the Housing and Weaning of Mice.

**Ensure that cage-housing density does not exceed the guideline.

☐ If your protocol requires the transportation of animals from their housing location for experimental use, review the APLAC Guidelines for the Transportation of Animals on Stanford Campus or to the Stanford Campus.

**Ensure that animals are not housed outside the centralized facilities (in their housing room) for greater than 12 hours OR overnight without the specific approval of APLAC and the VSC.

☐ If your protocol describes experiments that may result in illness or disability, review your approved monitoring criteria and the APLAC Guidelines for Weekend and Holiday Care.

**Records of monitoring must be kept and available for review.

Documentation of Training:
Make sure that all of the animal users in your lab are familiar with the necessary documentation of animal use training.

☐ All personnel must be aware of the training requirements and opportunities, including online and hands-on courses offered by the VSC.

☐ Any training on procedures that is provided by lab personnel is documented (preferably using the Stanford training documentation form) and available to site visitors.

☐ All personnel that are performing survival surgery have taken the course work required by the APLAC.

Recognition of Pain for Rodents:
Personnel performing Rodent Survival Surgery MUST evaluate animals for pain following surgery.

☐ Before starting any procedure, review the procedure details including the “Post Procedure Care” tab in your protocol and the APLAC “Guidelines for Rodent Survival Surgery”.

☐ Upon recovery from anesthesia, animals should be monitored for signs of pain/distress as outlined in the protocol.

☐ Know what to do if your animal is sick, ill, painful or in distress.

**Confirm that analgesics are being administered per protocol.

**Contact the VSC Vet on Call: 650-723-4408.

CO2 Euthanasia:
If applicable to your approved APLAC protocols, it is important to be familiar with the APLAC “Guidelines for Use of CO2 for Rodent Euthanasia”.

☐ CO2 must come from a controlled source. Dry ice is NOT an acceptable source of CO2.

☐ Gas inflow into the chamber should be precisely regulated using a flow meter device so that CO2 displaces 10% to 30% of the chamber volume/min. Prefilled chambers are unacceptable.

☐ Euthanasia should be conducted in the animal’s home cage. Rodents must not be overcrowded in the euthanasia chamber.

☐ Animals must not be disposed of until death has been confirmed by a secondary physical method, or until they have been outside the chamber for a period of 8-10 minutes and have been carefully observed for multiple indicators that signify death (loss of bladder control, absence of heart rate, lack of a toe-pin response, cessation of respiration).

☐ Animals must be disposed of in a black plastic bag and labeled with the protocol number. Red biohazard bags should ONLY be used to dispose of animals that have been exposed to BSL-2 or 3 agents.

Questions?
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