



Laurentian University
Université Laurentienne

Laurentian University Animal Care Committee Policy on Facility Tours

Laurentian University Animal Care Committee (ACC) will conduct animal care facility tours to assess all areas where animals are used, including any areas that may be outside of the main animal facility. The tours will be conducted to assess the strengths and weaknesses within the facility to better understand the experiments occurring, to meet with those performing the *in vivo* work, and to encourage open communication between researchers and the UACC. The tours are one of the ways in which the ACC performs post approval monitoring.

All committee members are expected to attend at least one annual visit. The ACC coordinator will give members at least one month's notice as to the date of the upcoming tour and generally there will be two tours each year. Individual PI's and facility staff will also be notified so that the ACC members will be able to interact with each other in order to gain a better understanding of the procedures involved. ACC members will use the attached checklist during the tour and comments collected will be compiled and sent to the Vice-President, Research.

CCAC states: "The ACC should regularly visit animal care facilities and areas in which animals are used, in order to better understand the work being conducted within the institution, to meet with those working in the animal facilities and animal use areas and to discuss their needs, to monitor animal based work according to approved protocols and SOP's, to assess any weaknesses in the facilities (ageing facilities, overcrowding, insufficient staffing and any other concerns) and to forward any recommendations or commendations to the person(s) responsible for the facilities and for animal use. Visits of the animal facilities should be conducted at least once a year, and should be documented through the ACC minutes or written reports."

Revised December 2018

Please fill out page 2 (checklist for each room in the facility):

Checklist:

Please use 1 checklist for each room:

Room #: _____

Protocol numbers

PI: _____

If the PI is present, were you able to satisfactorily answer any questions you may have with regards to the protocol?
 yes no n/a

Did the PI have any complaints or suggestions?
 yes no n/a

Species Used: mouse fish rat other _____

Procedures Performed in this room:

- Survival Surgery Non-Survival Surgery
 - Injectable Anesthesia Inhalant Anesthesia
 - IV Injections IP Injections SC Injections IM Injections
 - Procedure Behavioural Testing
 - Euthanasia _____ Tissue Collection
 - Housing >12hrs Other
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General

-Is the Animal Use Protocol available and are personnel familiar with it? yes no n/a

-Are all personnel that handle live animals named on the protocol? yes no n/a

-Have all personnel that handle live animals taken proper training or the equivalent? yes no n/a

Are controlled drugs kept double locked? Is a controlled drug log (as legally required) maintained and up to date?
 yes no n/a

-Is a surgical/ anesthetic log maintained and is it up to date? yes no n/a

Is the room clean? yes no

Comments:

Is the equipment /caging in good condition? yes no n/a

Is there a strong odour present indicating inadequate air changes per hour? yes no n/a

Does the lighting seem appropriate? yes no n/a

Does the humidity level seem appropriate? yes no n/a

Post Tour Assessment

Member Conducting Tour (Signatures):

Date: _____ Time _____

Lab Personnel Present: _____

Recommended Frequency of Future Inspections:

Semi Annual Annual Why?

Comments:

Are there any questions that you would like explored with a PI?

December 2018