

AO Foundation
Animal Care Program Description
for Non-AAALAC Approved Facilities.

Prepared by

Investigator.....

Reviewed and approved by

Attending Veterinarian.....

Parent Organization.....

Address.....

Date of Submission.....

Program Description

Link to [Instructions for Completing and Submitting the Program Description for the Institutional Animal Care and Use Program](#)

Section 1. Introduction

- A. State the name of the program unit and, if applicable, its parent organization

- B. Give a brief overview of the institution, its purpose and how the animal care and use program relates to the mission of the institution.

- C. Describe which of the following three primary standards (Guide for the Care and Use of Laboratory Animals (Guide), NRC, 2011; the Guide for the Care and Use of Agricultural Animals in Research and Teaching (Ag Guide), FASS 2010, and the European Convention for the Protection of Vertebrate Animals Used for Experimental and Other Scientific Purposes, Council of Europe (ETS 123)) or other regulations and guidelines are used as standards for your institution's animal care and use program.

- D. Describe the organization and include a summary organizational chart or charts (as an Appendix/Appendices) detailing the principal lines of authority from the Institutional Official to the Attending Veterinarian, the Institutional Animal Care and Use Committee/Oversight Body (IACUC/OB), and the personnel providing animal care. Please include the title and degree requirements (if applicable) of each individual at the level of supervisor or above. The number of animal care personnel participating in your proposed animal activities should be included. If animal care

responsibility for your unit is administratively decentralized, the organizational chart or charts must indicate the relationship between your administrative unit and personnel, the Attending Veterinarian, and the Institutional Official.

- E.** Identify other key institutional positions relevant to your proposed animal activities (including, but not limited to, the animal program manager; and biosafety, chemical hazard, and radiation safety oversight officers; etc.- (as applicable).

- F.** Briefly describe the major types of research and education programs involving vertebrate animals that take place at your institution.

- G.** [Contract Facilities](#): If it is your intention to contract for any animal care facilities or services for animals owned by your institution, the contractor and its AAALAC International accreditation status must be identified. If a contractor's animal care and use program is not accredited by AAALAC International, a description of the relevant contractor's programs and facilities must be provided. If all animal activities will be conducted to an AAALAC-certified contract facility you do not need to complete any further questions.

Section 2. Description

I. Animal Care and Use Program

A. Program Management

1. Program Management Responsibility

a. The Institutional Official

Briefly describe how program needs are clearly and regularly communicated to the Institutional Official by the Attending Veterinarian, IACUC/OB, and others associated with the program.

b. The Attending Veterinarian

i. Describe the institutional arrangement for providing adequate veterinary care for the animals that you propose to use. For each veterinarian involved, , list responsibilities and how the veterinarian is involved in monitoring the care and use of laboratory animals. If employed full-time by the institution, note the percentage of time devoted to supporting the animal care and use program of the institution. If employed part-time or as a consultant, note the frequency and duration of visits.

ii. List others (e.g., Principal Investigators, veterinarians serving as Principal Investigators, veterinary faculty/staff, technical staff, farm managers) who have a direct role in the provision of veterinary care and briefly describe their responsibilities.

2. Personnel Management

a. Training and Education

Describe how the IACUC/OB provides oversight and evaluates the effectiveness of animal care training programs. Describe how training for personnel participating in your proposed animal activities is documented.

i. Veterinary and Other Professional Staff

Provide name and credentials of veterinary and other professional staff participating in your proposed animal activities and describe their qualifications and training as it relates to the proposed animal activities.

ii. Animal Care Personnel

Summarize their training, certification level and type, experience, and continuing education opportunities provided to your animal care staff.

iii. The Research Team

- 1) Describe the general mechanisms, by which the institution or IACUC/OB ensures that research personnel have the necessary knowledge and expertise in the animal procedures proposed and the species used. Include required training and continuing education (where applicable).

- 2) Describe the process(es) that ensure surgical and related procedures are performed by qualified and trained personnel. Who determines that personnel are qualified and trained for surgical procedures? What role does the Attending Veterinarian and IACUC/OB have in this determination?

- 3) Describe the training and experience required to perform anesthesia.

- 4) Describe how the proficiency of personnel conducting euthanasia is ensured (especially physical methods of euthanasia)

b. Occupational Health and Safety of Personnel

Will the personnel participating in your proposed animal activities be included in an institutional Occupational Health and Safety program?

Will your proposed animal activities expose personnel to risks of hazardous materials?

i. Hazard Identification and Risk Assessment

- 1) Describe the process used to identify, evaluate and control hazards (such as ionizing and non-ionizing radiation, chemical cleaning agents, animal bites, allergens, zoonoses, and venomous species) inherent or intrinsic to your proposed animal activities. Describe how risks of these hazards have been assessed and what procedures have been developed to manage the risks.

- 2) Describe procedures for reporting and evaluating exposure to hazards, work place injuries, etc.

ii. Facilities, Equipment and Monitoring

- 1) Describe how hazardous agents used in your proposed animal activities are contained within the study environment and in the animal housing area.

- 3) Describe the oversight process and husbandry practices in place to ensure personnel safety, including any personal protective equipment provided when work assignment involves hazardous agents.

iii. Personnel Training

- 1) Describe educational program(s) to inform personnel about zoonoses, personal hygiene, allergies, and other considerations regarding occupational health and safety as it relates to your proposed animal activities.

- 2) Describe special qualifications and training of staff involved with the use of hazardous agents in animals.

iv. Personal Hygiene

- 1) List routine personal protective equipment and work clothing provided for animal care personnel, technical staff, farm employees, etc participating in your proposed animal activities.

- 2) Describe provisions for washing hands, showering, and changing clothes, including instances where work clothes may be worn outside the animal facility.

- 3) Describe policies regarding eating, drinking, and smoking in animal facilities.

v. Animal Experimentation Involving Hazards

- 1) Describe briefly institutional policies governing experimentation with hazardous biological, chemical, and physical agents, including the oversight process for the use of hazardous agents.

- 2) Describe aspects of the health and safety program specifically for personnel potentially exposed to hazardous agents.

- 3) Describe safety procedures for using volatile anesthetics and how waste anesthetic gases are scavenged.

- 4) List, according to each of the categories noted below, hazardous or potentially hazardous agents that you propose to use in your animals that are or will be maintained for more than a few hours following exposure. If the hazardous agent cannot be listed by name for security/proprietary reasons, identify it by the general category of agent and level of hazard.

- a) Biological agents, noting hazard level (CDC Biohazard Level, Directive 93/88 EEC, CDC or USDA/DHHS Select Agent, etc.).

- b) Chemical agents, noting general category of hazard (toxicant, toxin, irritant, carcinogen, etc.).

- c) Physical agents (radiation, UV light, magnetic fields, lasers, noise, etc.).

- 5) Describe the program for housing and caring for animals exposed experimentally to the hazardous agents noted above, with emphasis on management and safety practices for containment of each class of agent. Indicate how levels of personnel exposure are assessed.

c. Investigating and Reporting Animal Welfare Concerns

Describe institutional methods for reporting and investigating animal welfare concerns.

B. Program Oversight

1. The Role of the IACUC/OB

a. IACUC/OB Composition and Function

- i. Describe Committee membership requirements (numbers and categories of members such as veterinarian, scientist, lay-person).

b. Protocol Review

A blank copy of your institution's animal activities protocol review form should be provided as an appendix. Also include forms used for amendments and addition of personnel.

- i. Describe the process for reviewing and approving animal activities associated with research and education activities. Describe how protocols that have the potential to cause pain or distress to animals are reviewed, alternative methodologies reviewed, veterinary input solicited, and studies controlled or overseen. Specify how animals and experimental group sizes are justified.

c. Special Considerations for IACUC/OB Review

i.

ii. Unexpected Outcomes that Affect Animal Well-being [Guide, pp. 28-29]

Describe how unexpected outcomes of your proposed animal activities are identified, interpreted, and reported to the IACUC/OB.

iii. Physical Restraint [Guide, pp. 29-30]

Note: This section is to be completed only if your proposed animal activities require prolonged restraint. Brief restraint for the purpose of performing routine clinical or experimental procedures need not be described.

1) Briefly describe the policies for the use of physical restraint procedures or devices.

2) Describe the animal restraint devices that you propose to use. For each device, briefly describe the duration of confinement, acclimation procedures, monitoring procedures, criteria for removing animals that do not adapt or acclimate, and provision of veterinary care for animals with adverse clinical consequences.

iv. Multiple Survival Surgical Procedures

Note: One survival surgical procedure followed by a non-survival procedure is not included in this category.

Do your proposed animal activities that require multiple survival surgical procedures?

Describe the criteria used to determine the potential impact on the animals' well-being.

v. Food and Fluid Regulation]

- 1) Describe the animal activities that require food and/or fluid regulation. Note: This does not include pre-surgical fast.

- 2) Describe animal health monitoring procedures and frequency (e.g., body weight, blood urea nitrogen, urine/fecal output, food/fluid consumed).

- 3) Describe methods of ensuring adequate nutrition and hydration during the regulated period.

vi. Use of Non-Pharmaceutical-Grade Drugs and Other Substances

Do your proposed animal activities require the use of non-pharmaceutical grade drugs or other substances?.

Describe the rationale and consideration given by the IACUC/OB for use of non-pharmaceutical grade drugs or other substances?

2. Post-Approval Monitoring

- a. Describe mechanisms for IACUC/OB review of ongoing studies and periodic reviews (e.g., annual review.).

- b. Describe the process and frequency with which the Committee reviews the animal care and use program and conducts facility and laboratory inspections. If contract facilities or contractor-provided personnel are used, describe procedures used by their IACUC/OB to review such programs and facilities.

- c. Describe other monitoring mechanisms or procedures used to facilitate ongoing protocol assessment and regulatory compliance.

II. Animal Environment, Housing and Management

Note: Complete each section including where applicable, procedures performed in farm settings, field studies and aquatic environments, etc.

A. Animal Environment

1. Temperature and Humidity

- a. Describe briefly the heating and air conditioning system performance. Provide method and frequency for assessing, monitoring, and documenting animal room or housing area temperature and humidity that is relevant to your proposed animal activities. If outdoor housing areas are used, so note.

- b. If temperature set points and/or environmental conditions are outside the thermoneutral zone for the species, describe the process for ensuring behavioral thermoregulation (e.g., nesting material, shelter, etc.) and/or IACUC/OB approved exception.

2. Ventilation and Air Quality

- a. Briefly describe the performance aspects of the ventilation system. Provide method and frequency for assessing, monitoring, and documenting the animal room ventilation

3. Noise and Vibration

Describe facility design features and other methods used to control, reduce, or prevent excessive noise and vibration in the animal facility.

B. Animal Housing (All terrestrial, flighted, and aquatic species)

1. Primary Enclosures

Provide a description of primary housing enclosures used in your proposed animal activities (e.g., cages, pens, stalls, pastures, aviaries, tanks).

- a. Describe considerations, performance criteria and guiding documents used by the IACUC/OB to verify adequacy of space as it pertains to your proposed animal activities.

- b. Describe proposed space [exceptions](#) to the guiding documents, indicating the references, considerations and performance criteria used (e.g., by the IACUC/OB) to verify adequacy of space.

2. Environmental Enrichment, Social and Behavioral Management

a. Enrichment

- i. Describe the structural elements of the environment of primary enclosures that may enhance the well-being of animals housed (e.g. resting boards, privacy areas, shelves/perches, swings, hammocks, etc.).

- ii. Describe nonstructural provisions to encourage animals to exhibit species-typical activity patterns (e.g., exercise, gnawing, access to pens, opportunity for exploration, control over environment, foraging, denning, burrowing, nesting materials, toys/manipulanda, browsing, grazing, rooting, climbing).

b. Social Environment

- i. Describe your strategy for social housing of social species.

[Empty box]

- ii. If social animals are not socially housed, provide justification, as approved by the IACUC/OB.

[Empty box]

- iii. Describe steps taken with isolated or individually housed animals to compensate for the absence of other animals (e.g., interaction with humans, environmental enrichment, etc.).

[Empty box]

- c. **Procedural Habituation and Training of Animals** [Guide, pp. 64-65]
Describe how animals are habituated to routine husbandry or experimental procedures, when possible, to assist animals to better cope with their environment by reducing stress associated with novel procedures or people.

[Empty box]

d. Sheltered or Outdoor Housing

- i. Describe the environment (e.g., barn, corral, pasture, field enclosure, flight cage, pond, or island).

[Empty box]

- ii. Describe methods used to protect animals from weather extremes, predators, and escape (e.g., windbreaks, shelters, shaded areas, areas with forced ventilation, heat radiating structures, access to conditioned spaces, etc.).

[Empty box]

- iii. Describe protective or escape mechanisms for submissive animals, how access to food and water is assured, provisions for enrichment, and efforts to group compatible animals.

C. Animal Facility Management

1. Husbandry

a. Food

- i. List type and source of food stuffs used by the animals in your proposed activities.

- ii. Describe bulk food storage facilities, if applicable, noting temperature and vermin control measures.

- iv. Describe food storage in animal rooms.

- v. Describe how food is provided to the animals in your proposed activities (*ad libitum*, limited amounts, types of feeders).

b. Drinking Water

- i. Describe the water source, treatment or purification process, and how it is provided to the animals (e.g., bowls, bottles with sipper tubes, automatic watering, troughs, ponds, streams, etc.).

c. Bedding and Nesting Materials

- i. Describe type(s) and how used for various species.

- ii. Describe bulk bedding storage facilities, if applicable, including vermin control measures.

d. Miscellaneous Animal Care and Use Equipment

- i. Describe motorized vehicles and other equipment (e.g., trailers) used for transporting your animals, noting the type and how the cargo compartment is environmentally controlled, if applicable.

e. Sanitation

i. Bedding/Substrate Change

- 1) Describe frequency of contact and non-contact bedding change for each species and enclosure type (solid-bottom or suspended) or pen.

ii. Cleaning and Disinfection of the Micro- and Macro-Environments

Describe the washing/sanitizing frequency in your animals' environments, and methods.

g. Pest Control

- i. Describe the program for controlling pests (insects, rodents, predators, etc.) noting the control agent(s) used, where applied, and who oversees the program and applies the agent(s). Include a description of natural predators (e.g., barn cats) or guard animals (e.g., dogs, donkeys) used for pest and predator control, if applicable.

h. Emergency, Weekend and Holiday Care

- i. Describe procedures for providing weekend and holiday care. Indicate who (e.g., regular animal care staff, students, part-time staff, etc.) provides and oversees care and what procedures are performed. Indicate qualifications of weekend/holiday staff if not regular staff.

- ii. Describe procedures for contacting responsible animal care and/or veterinary personnel in case of an emergency.

2. Population Management

a. Identification

Describe animal identification methods for each species (e.g., microchips, cage/tank cards, collars, leg bands, tattoo, ear tags, brands, etc.).

b. Record Keeping

Describe procedure(s) for maintaining individual records on animals.

III. Veterinary Care

Note: Complete each section, including, where applicable, procedures performed in farm settings, field studies, aquatic environments, etc.

A. Animal Procurement and Transportation

1. Animal Procurement

Describe the method for evaluating the quality of animals supplied to the institution for your activities (e.g., from commercial vendors, other institutions, etc.).

2. Transportation of Animals

Describe how animals to be used in your proposed activities are transported between outside sources and the institution and within the institution, including loading, unloading, level of biosecurity, immune status and specific pathogen status (where applicable).

B. Preventive Medicine

1. Animal Biosecurity

- a. Describe methods used to monitor for known or unknown infectious agents affecting animals participating in your proposed activities.

- b. Describe methods used to control, contain, or eliminate infectious agents.

2. Quarantine and Stabilization

- a. Describe the initial animal evaluation procedures for each species.

- b. Describe quarantine procedures for each species.

- c. Describe the quarantine facilities.

- d. Describe the required/recommended stabilization period for each species.

4. Surveillance, Diagnosis, Treatment and Control of Disease

- a. Describe 1) the procedure(s) for daily observation of animals for illness or abnormal behavior, 2) the observer's training for this responsibility, and 3) method for reporting observations (written or verbal). Include a description of the method for ensuring that reported cases are appropriately managed in a timely manner.

- b. Describe the methods of communication between the animal care staff/veterinarians and the researcher(s).

- c. Describe the procedure for providing veterinary medical care to ill animals and note who is contacted and the method of communicating (written or verbal) information to the veterinarian regarding sick animals.

- d. Describe the relevant preventive medicine and health management/ monitoring programs (e.g., physical examination, TB testing, vaccination, hoof/nail trimming, teeth cleaning/floating, vendor surveillance, use of sentinel animals, etc.) for each species.

C. Clinical Care and Management

1. Emergency Care

- a. Describe the procedures to ensure that emergency care is continuously available for animals during and outside of regular work hours.

2. Clinical Record Keeping

Describe the procedure for maintaining medical records and documenting treatment of ill animals including: clinical laboratory findings, diagnoses, treatments, medical progress records, etc. Describe the role of the Attending Veterinarian in record keeping.

3. Diagnostic Resources. Describe available diagnostic methods used in the program including:

a. In-house diagnostic laboratory capabilities.

b. Commercially provided diagnostic laboratory services.

c. Necropsy facilities and histopathology capabilities.

d. Radiology and other imaging capabilities.

4. Drug Storage and Control

- a. Describe the purchase and storage of controlled and non-controlled drugs.

- b. Describe record keeping procedures for controlled substances.

D. Surgery

1. Pre-Surgical Planning

Describe the process(es) used to ensure adequate pre-surgical planning, including: identifying personnel; locating equipment, supplies, veterinary involvement for selecting analgesic and anesthetic agents and facilities; planning; and pre- and postoperative care.

2. Surgical Facilities

- a. List building name(s) and room number(s) where surgical procedures on yours are to be performed. Include areas where surgical procedures are conducted in agricultural species

- b. List the major surgical support equipment available for your animals at each location where survival or nonsurvival surgery is performed (e.g., gas anesthesia machines, respirators, etc.).

3. Aseptic Technique

- a. Describe procedures, equipment, and protective clothing used for aseptic surgery. Include patient and surgeon preparation.

- b. Describe methods used to sterilize instruments and protective clothing. Indicate how effectiveness of sterilization is monitored and, if applicable, any approved alternate methods for instrument re-sterilization between serial surgeries.

4. Intraoperative Monitoring

Describe monitoring and recording requirements for the species that you propose to use in your animal activities, including the type of record(s) maintained. Where applicable, also note monitoring of anesthesia during non-survival procedures.

5. Postoperative Care

Describe the postoperative care program, including who is responsible for overseeing and providing the care, types of records maintained (e.g., perioperative), where the records are maintained, etc.

E. Pain and Distress

- 1. Describe how and by whom pain and distress are assessed and categorized.

- 2. Describe how the IACUC/OB ensures that unnecessary pain and distress are avoided (e.g., pilot studies, monitoring by veterinary staff, animal use protocols, humane endpoints, other refinements, etc.).

F. Anesthesia and Analgesia

1. List the agents used for each of your species. Dosages, routes of administration and drug combination should be included. Describe also any non-pharmacologic means used to diminish pain and distress.

2. Describe how the veterinarian provides guidance and advice to researchers concerning choice and use of anesthetics, analgesics or other pain moderating methods.

3. Describe the monitoring of the effectiveness of anesthetics and analgesics, including who does the monitoring.

4. Describe policies and practices for maintaining and ensuring function of equipment used for anesthesia.

G. Euthanasia

1. Describe approved methods of euthanasia for the species that you propose to use.

Describe the methods used to confirm death of an animal.

2. Power and Lighting

- a. Note if emergency power is provided for the animal facility and if so, what electrical services and equipment are maintained in the event the primary power source fails.

- b. Describe lighting system(s) for the animal housing facility(ies). For each of your species, list light intensity, photoperiod (Light:Dark), and control (e.g., automatic versus manual, phasing).

3. Surgery

- a. Describe facilities for aseptic surgery, surgical support, animal preparation, surgeon's scrub, operating room, and postoperative recovery.

D. Security and Access Control

Describe such features as control of entry, perimeter fences, gates, entryways, cameras, guards.