

Animal Care Committee  
Procedures for ACC Site Visits



- 1) Provide a tour of the site, including related demonstrations (e.g., equipment demo, animal procedures) and explanations of animal care and use.
- 2) Respond to ACC participant questions (web form and ad hoc).
- 3) Share any concerns / challenges they may be experiencing with respect to the Animal Ethics & Care Program.

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### III. Procedures for Undertaking the Virtual Site Visit

- 3) Meet together via the Zoom invitation set up by the Site Visit Leader 5 minutes in advance of the meeting start time to highlight previous site visit report elements and distribute web forms;
- 4) During the meeting ask questions and invite feedback from area supervisors/research teams based upon web forms provided by the Site Visit Leader.
  
- 4) During the Zoom meeting use their electronic devices to provide the video feed of the space(s).
- 5) Provide updates and respond to ACC participant questions.
- 6) Share any concerns / challenges they may be experiencing with respect to the Animal Ethics & Care Program.

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### IV. Procedures for Undertaking Site Visits – Post-Visit

- 1) Immediately after the site visit, remain with the Site Visit Leader to discuss the event to develop report commendations and recommendations.
  
- 2) Develop the 'Draft' ACC Site Visit Report - Post-meeting embed Site Visitor feedback (from web form download) into the ACC Site Visit Report (APP2).
  - a. The draft report may be forwarded to the Executive for their feedback / recommendations prior to distribution.
- 3) Email the 'For Distribution' Report – Forward individual-specific elements to area supervisor and applicable Pb99(I)4e.00000912 d L12 790.373 0.569 RG -0.0922 Tc(III.)JTETQ.00000912 0 612 79280000912 0 6



## Animal Care Committee Procedures for ACC Site Visits

- 5) Update the 'Final' Report - Update the report with area supervisor and PI / lab member responses,
  - a. The final report may be forwarded to the Executive for their feedback and/or follow-up.
- 6) Share the 'Closed' Report - Provide to the Executive for final review and residual follow-up, as applicable. Once approved by the Executive, forward to an upcoming full ACC meeting.
- 7) Distribute the 'Closed' Report to the area supervisor.
  - a. For Extra-Vivarial Spaces – Distribute EVS certificates.
- 8) Save the 'Closed' Report into established document repositories.





## Site Visit Highlights & Survey Feedback

Topics	Feedback
Important changes since previous Site Visit	Click or tap here to enter text.
Animal Health & Welfare Situations	Click or tap here to enter text.
Refinements	Click or tap here to enter text.
Concerns, Challenges	Click or tap here to enter text.
Suggestions	Click or tap here to enter text.

## Onsite Visit Observations, Recommendations and Feedback

1. For Area Supervisor(s) Observations, Recommendations and Feedback				
From its observations the Animal Care Committee recommends the following:				
No recommendations arising from the visit				
#	Observations	Recommendations	Feedback from Area Supervisor(s)	Status
1.1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
1.2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.







## ACC Site Visit Web Forms Content

### Section I – General Overview

Site Supervisor

Area and Rooms associated with this part of the facility.

1. Outline the security measure that are in place for this area to limit both the view of and access to animals.
  - a.
  - b.
  - c.
2. List the species being used in this area.
3. Outline how animals are transported to / from this area:

C

- ii.
    - c. >12 Hours Holding - Institutional animal allergen risk mitigation policies and SOPs.
    - d. Institutional biosafety and biosecurity policies and SOPs.
4. Are live animals held beyond 12 hours here?
5. Outline the training undertaken by Animal Care staff to ensure competence in husbandry and care.
6. Outline the training required before animal users have access to this area.
  - a.
7. Outline how animals are monitored by Animal Care staff, e.g., frequency, after hours.
8. If animals remain in this site after hours, outline the communications and procedures that are in place.
9. Outline the crisis response plan for times when animals are within this space.
  - b.
10. List the PIs and PI Students/Staff actively involved in live-animal procedures in this space.
11. List the procedures being undertaken within the area being visited today.

Site Supervisor

Area and Rooms associated with this part of the facility.

1. Are live animals held beyond 12 hours here?
2. List the species being used in this area – any specialized animal models?





3. Tell us about the research and associated animal procedures taking place within this site.
4. Provide a step-by-step narrative of an animal's experiences in relation to this space; how does this fit into the overall experiences?
- 5.