



GUIDANCE FOR ANIMAL CARE COMMITTEE MEMBERS CONDUCTING ANNUAL SITE VISITS

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The Canadian Council on Animal Care (CCAC) [*policy statement on: terms of reference for animal care committees*](#) (2006) describes the roles and responsibilities of institutional animal care committees. These include the requirement to regularly visit all animal care facilities and other areas where personnel could be working with animals. These visits are conducted to better understand the work being done within the institution, to assess institutional animal care and welfare, to meet with those working in the animal facilities/animal work areas to discuss their needs, to assess any weaknesses in the facilities (ageing facilities, overcrowding, insufficient staffing, and any other concerns), to enhance stakeholder communication, and to forward any recommendations or commendations to the person(s) responsible for the facilities and the animal ethics and care program. Site visits to animal facilities by the animal care committee should be conducted at least once a year, and should be documented through the animal care committee minutes or written reports.

Those responsible for the animal facilities should respond to any animal care committee recommendations in writing, and site visit reports should always be followed up on jointly by the senior administration and the animal care committee. For small institutions, the full animal care committee may tour the facilities as a group; for larger institutions, visits to animal care facilities and other animal work areas may be divided between the various members of the committee. No matter what the process employed, **each member of the animal care committee** should participate in some of the facility visit(s) on an **annual basis**.

As a resource to animal care committees to ensure consistency and thoroughness when conducting site visits, and to facilitate the documentation and follow-up of recommendations made by the animal care committee during the visits, the CCAC has provided a **basic checklist** for institutions to use as a starting point in building their own site visit checklist. The CCAC encourages institutions to use the checklist as a guide in creating their own list, adapted to their needs and to the type of animal-based work at the institution (e.g., biosafety level 2 or 3 work, work with nonhuman primates).

For more information in regard to site visits, please see the CCAC webinar, [*ACC Site Visits of Animal Facilities*](#).

SITE VISIT CHECKLIST – NWP Animal Care Committee

Date: _____

PROGRAM ELEMENT	APPROPRIATE		COMMENT	FOLLOW-UP		
	Yes	No		By whom	Date due	Date done
Facility Infrastructure and Maintenance						
1) Design of the facility (clean to dirty traffic patterns, appropriate inclusive/exclusive barriers as needed, sufficient & appropriate housing and procedural space, sufficient & appropriate service space (washing area, storage))						
2) Environmental parameters (air quality, temperature, light and noise control)						
3) Maintenance of internal surfaces (walls, ceilings, floors, counters, etc.)						
4) Equipment maintenance (anesthesia equipment, etc.)						
5) Security of the facility						
6) Animal handling equipment maintained						
7) [Other]						
Animal Care and Facility Management						
8) Overall quality of animal care						
9) Housing condition and environmental enrichment for each group of animals						
10) Sufficient availability of qualified personnel at all times when animals are present, with good overall coordination of activities throughout the facility to avoid cross-contamination or other problems						
11) Availability and implementation of appropriate SOPs, ready availability of at least the most relevant sections (procedure summary, endpoints) of active protocols						
12) Effective communication among veterinarian(s), facility manager/animal care staff and animal users (cage/pen cards (animal identification), daily room checklist, summaries of animal care for each (large) animal or group of (small) animals, incident reports, veterinary presence/communication for invasive work and related endpoints)						
13) Animal health records (including records of animal use, record of drug/medication use)						
14) Animal health and behaviour						
15) Other]						
Biosecurity						
16) Humane vermin control						
17) Hand sanitization / Foot baths (if needed)						
18) Personal protective equipment (PPE) (available / worn)						
19) [Insert other]						
Biosafety/Application of Occupational Health and Safety Measures						
20) Electrical fixtures						
21) Slippery floors						
22) Mechanisms for storing/limiting access to controlled substances						
23) Other hazards						
24) [Other]						
Housekeeping (Cleanliness, Organization of Materials, Waste Storage/Disposal)						
25) General organization and cleanliness						
26) Cage (pen, other enclosure), equipment adequate for cleaning procedures						
27) Waste disposal/sharps disposal						
28) Sanitation of special facilities (surgery, food areas, etc.)						
29) Expiry date (drugs, products, feed, supplements, equipment maintenance, etc.)						
30) Other]						

Extra Writing Space

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