

I. Procedures for Scheduling Animal Care Committee Site Visits

The ACC Site Visit Leader will:

- 1) create a tentative annual site visit schedule using the ACC OWL site (Sign-Up/Calendar functions) or alternative, and outreach first to Facility Supervisors requesting their online sign-up; then to Extra-Vivarium Space supervisors requesting their availability.

Facility Supervisors will:

- 2) sign-up for site visits using the ACC OWL site, or alternative.

EVS Supervisors will:

- 3) respond to SV leaders request for availability.

The ACC Site Visit Leader will:

- 4) assign EVS visits to the schedule based upon previous steps; and
- 5) notify ACC members of site visit schedule via the Zoom calendar invite; request and facilitate sign-up.

ACC Members will:

- 6) sign up for site visits via response to the Zoom calendar invite.

The Institutional Veterinarian will:

- 7) up to two weeks in advance of each visit, undertake visits to the area(s) to review associated records.

Site Supervisors will:

- 1) minimum three days in advance of each visit, submit the Step 1 / Step 2 surveys.

The ACC Site Visit Leader will:

- 2) one week in advance of each visit, send an email reminder to area supervisors/users and ACC participants and send the Zoom meeting Agenda and Survey feedback to ACC participants;
 - 3) one day in advance – send reminder to all; and
 - 4) prepare associated documentation, equipment, and supplies.
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II. Procedures for Undertaking the Zoom Meeting

ACC Participants will:

- 1) meet together 15 minutes in advance of the meeting start time to review survey feedback and allocate Agenda items;
- 2) during the meeting lead in the presentation of AECF updates and invite feedback from area supervisors/research teams; and
- 3) following the meeting, discuss the event with a view to report elements.

Area / Research Participants will:

- 4) provide updates to ACC participants.

Site Visit Leader will:

- 5) complete and forward the draft report (APP3 or APP4) to ACC participants;
 - 6) forward to area/research participants for input; and
 - 7) combine with the site-specific report and then forward to the Executive.
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III. Procedures for Undertaking In-Person Site Visits – The Day of the Visit

Area Supervisors/Users will:

- 8) ensure that persons responsible for and those actively performing procedures as well as samples of records used within the areas being visited are present and available during the allocated timeslot.

ACC Participants and Site Visit Leader will:

- 9) meet just prior to the event at the location identified in the OWL event; and
- 10) allocate Checklist (APP1) sections (iPad) to participants.

All ACC Visitors will:

- 11) complete checklist sections as per the ACC Site Visit Guidelines;
 - 12) discuss items observed and recorded; and
 - 13) meet following the visit to formulate report elements (APP2 or APP4).
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IV. Procedures for Undertaking Site Visits – Post-Visit

The ACC Site Visit Leader will:

- 1) develop a first draft report using the template (APP2 or APP4);
- 2) forward reports requiring ACC Visitor feedback to participants;
- 3) forward reports requiring direction by the ACC Executive to the next meeting; and
- 4) distribute 'Final' reports to area supervisors/users requesting response.

Area Supervisors/Users will:

- 5) promptly respond to report recommendations via email.

The ACC Site Visit Leader will:

- 6) incorporate individual responses into a single report per site visit day;
- 7) forward reports requiring a follow-up decision to ACC Visitors and/or to the ACC Executive; and
- 8) once follow-up is deemed to be concluded, 'close' the report and forward it to the ACC and its Executive.

The ACC Executive will:

- 9) review submitted ACC Site Visit Reports; provide direction with respect to follow-up.

The ACC will:

review closed ACC Site Visit Reports.

The ACC Site Visit Leader will:

- 10) post reports to the ACC OWL site accessible to ACC members and the Vice President (Research) only.

Revision History

Version	Date	Description of Changes	Author
00	08-10-2020	New stand-alone Procedure. Previously embedded within PROC-005. Added procedures and meeting report template for Zoom elements.	LT
01	11-02-2021	APP4 Added – Two-step report; update procedures accordingly	LT

Section I – General Overview

For Laboratory Facilities

- 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. *This site has controlled entry/exit access involving key or swipe card, and security measures are in place for control of access during and after regular hours;*
 - b. *The area is out of direct sight from the general public;*
 - c. *Animal areas are separate from personnel areas.*
 2. List the species being used in this area
 3. Outline how animals are transported to / from this area
 - a. *Animal transport between spaces must align with the following ACC-approved standards:*
 - b. *Institutional standard operating procedures (SOPs) for animal transport*
 - i. *CW-443 – Rodent Transport*
 - ii. *CW-444 – Non-Rodent Transport*
 - 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. *Animal Users have received AUP-associated institutional animal user training, and have been overseen post-training by a competent individual until competence is confirmed on all live-animal procedures performed by them; and*
 - b. *other site-specific training, e.g. containment L2, entry/exit procedures*
 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 timeframes when animals are within this space.
 - a. *Emergency / after hours and holiday Animal Care is in place (as applicable to timeframes when animals are within the space).*
 - b. *Animal Users in this site understand the institutional crisis response plan, e.g. animal disposition during fire alarm.*
 10. List the PIs and PI Students/Staff who are actively involved in live-animal procedures within this space.
 11. List the procedures being undertaken within the area being visited today.

For Extra-Vivarium Spaces – PI managed Spaces

- Site Supervisor
 - Area and Rooms associated with this part of the facility
 - 1. Are live animals held beyond 12 hours here? Y N
 - 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. On average how long is each cohort housed/used within this space?
 - 5. Outline the animal monitoring undertaken by animal users, including after-hours care
 - 6. If animals remain in this site after hours, outline the communications and procedures that are in place.
 - 7. Outline the training undertaken by animal users, and how you ensure they are competent
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Section II – Physical Environment

1. Humidity –
 - a. Is Humidity within an acceptable range for the species used here (all)?
 - i. *Review records for current and previous months – note specific RH% levels*
 - b. Is a monitoring device present and working (>12 hrs)?
2. Temperature –
 - a. Is Temperature within an acceptable range for the species used here (all)?
 - i. *Review records for current and previous months – note specific temperature levels*
 - b. Is a monitoring device present and working (>12 hrs)?
 - i. *Test device*
3. Lights –
 - a. Is the light cycle/intensity is species- and procedures appropriate (all)?
 - b. Is a light timer device present and working (>12 hrs)
4. Sound Levels – Are sound levels appropriate for the species used?
 - a. *ambient noise, adjacencies*
5. HVAC System – Is the HVAC system adequate, e.g. odor free/reduced, adequate air exchanges,
 - a. *Conventional room = 15-20 exchanges / hour, clean air must be maintained.*
6. Environmental Monitoring Records (>12 hours holding) – Are environmental monitoring records being used?
 - a. *available, appropriate and complete*
7. Emergency Back-Up Power – Is emergency back-up power available to support animal health and welfare in the event of a power outage?
 - a. *identify specific capabilities/limitations.*
8. Doors – Are doors solid, well-fitted, clean, with door sweeps (*animal holding & feed/bedding rooms; minimal space to reduce vermin*)
9. Floors, Walls, Ceilings – Are floors, walls and ceilings clean, washable, clutter and crack/hole-free, and are floors slip resistant?

10. Drains – Are drains available, clean and functional,
 - a. *animal holding areas requiring regular wash downs, e.g. large animal; if not needed, are they covered to reduce vermin*
 11. Furniture and Fixtures – Are furniture and fixtures clean, sealed/washable, crack/hole-free, organized and uncluttered?
 12. Equipment – Is equipment appropriately stored, clean, in working order and regularly serviced?
 13. Supplies – Are supplies appropriately stored in clean, washable containers off of the floor and away from the procedure space(s)?
 14. Waste Disposal – Is waste disposal appropriate for the space,
 - a. *dirty bedding, sharps*
 15. Cleaning / Area Maintenance Schedule/Records – Does this space have a cleaning/area maintenance schedule and records?
 - a. *illustrate regular and appropriate room maintenance as per CW-FAC-001 Citywide Animal Area Housekeeping SOP*
 16. Vermin Control – Does this space prevent entry of vermin?
 - a. *doors, windows, pipes are sealed / constructed to prevent entry.*
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Section III – Animal Records and Endpoints

1. Where are animal procedure and monitoring records kept?
 - a. Please provide them for review
2. please outline your understanding of the SAR program
 - a. Where are Sick Animal records/reports kept?
3. Where are animal morbidity and mortality records kept? Please provide them for review.
 - a. *Morbidity / Mortality logs are available to animal users for their use as per Policy 009*
 - b. *Morbidity logs are required for >12 Hours Holding*
 - c. *Mortality logs are required for every area, except euthanasia only spaces*
4. Tell us about the euthanasia methods used here
5. Is a secondary euthanasia method used?
 - a. *Methods used for euthanasia are appropriate for the species, age and health status of the animal and ACC-approved.*
 - b. *Personnel responsible for carrying out the euthanasia are trained to carry it out in the most effective and humane manner; can recognize signs of pain and distress in relevant species; and can recognize and confirm unconsciousness, and subsequently death, in relevant species.*
6. What method is used to confirm death?
 - a. *Death is verified following euthanasia and prior to disposal of the animal.*
7. Tell us about the euthanasia equipment used and how it is maintained
 - a. *Euthanasia equipment is maintained, e.g. cleaned/disinfected.*
8. Tell us about AUP experimental endpoints

- a. Animal Users in this site understand and follow experimental endpoints, as per the approved AUPs and SOPs*
 9. Tell us about AUP early euthanasia endpoints
 - a. Animal Users in this site understand and follow early euthanasia endpoints, as per the approved AUPs & SOPs*
 - i. CLN-321 - Criteria for Early Euthanasia in Rodents*
 - ii. CLN-322 - Criteria for Humane Intervention & Early Euthanasia Endpoints in Mammals/Non-Rodents*
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Section IV – Animal Husbandry

1. Please outline how animals are procured
 - a. aligns with POL-008 Research Animal Procurement*
 - b. arms-length procurement admin, health reports reviewed by vets, quarantine requirements are followed*
2. How long are animals held post-admission before being used in experiments?
 - a. Aligns with CLN-310 Holding Period Post Admission or exemption has been ACC-approved*
 - b. fish @24hrs, rodent/birds @72 hrs, pigs/sheep/rabbits @ 5 dys, cats/dogs/NHPs @ 7 dys, wild-caught exempted*
3. Outline the animal monitoring regime associated with animals in this space
 - a. Animals are observed and recorded daily by trained staff*
4. Do you use an animal husbandry schedule and log, and are they maintained in real-time?
5. Outline the process followed for sick animals in this space
 - a. aligns with POL-004 Sick Animal Response*
 - b. Flow charts are posted within site. SAR Designate is identified, incl. emergency vet pager #*
6. Outline how animal numbers / records are maintained for the required intervals, post endpoint
 - a. aligns with POL-003 Animal Care and Use Records – animals are maintained for the required intervals post death*
7. Outline and provide the rationale for the animal containment / caging used
 - a. Caging is species appropriate, including size, bedding & social housing, and is aligned with the approved AUP*
 - b. aligns with CW-Husbandry SOPs*
8. Outline the environmental enrichment used – as applicable, explain why EE is limited
 - a. aligns with CW-Husbandry SOPs and AUP*
9. Outline the animal feed and feed storage associated with this room
 - a. feed is properly stored (lidded, washable container) with milling date, is within date, species-appropriate, AUP aligned*
10. Outline the source and equipment used to provide animals with water

- a. reputable source, bottles are translucent, contain sufficient quantity, changed min. weekly*
 11. Please provide examples of cage cards used
 - a. appended to caging, up-to-date, complete per POL-003 Animal Care and Use Records*
 12. Outline the area-specific SOPs followed in this space
 - a. available, up-to-date, entry/exit, activity-specific for area, e.g. BSC*
 - i. Husbandry – Cleaning, Feeding & Watering*
 - ii. Sick Animal Response*
 - iii. Animal Observation Schedule*
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Section V – Anesthesia, Surgery, Drugs

1. Are drugs used or stored in this space?
2. Is this space used for anesthetic induction, maintenance, or recovery?
3. Is this space used for non-recovery surgery?
4. Is this space used for recovery surgery?
5. Drugs – Identify the drugs stored or used in this space; please provide them –
 - a. Veterinary drugs used are AUP approved, pharmaceutical grade and in date*
 - b. Drug vial labels include drug name, concentration, expiry date and dilution (alloquoted)*
 - c. Controlled drugs are stored under double lock and records are maintained according to Health Canada Standards*
 - d. SOPs are followed, as applicable, e.g. CLN-340 Substance Administration in Mice*
6. Anesthesia – Outline the regime followed to induce, maintain and recover animals
7. Outline how anesthetic depth is monitored, the method used, including monitoring frequency
 - a. The space is clean, tidy, sanitizable, free of unrelated storage*
 - b. A separate space is allocated for animal preparation*
 - c. Animal prep tools are available, maintained as per manufacturers instructions, e.g. shaver, cleaning products, sink*
 - d. Premedication supplies / drugs are available and appropriate, e.g. analgesia, SQ fluids*
 - e. Anesthetic / analgesic drugs are available, in date, stored, and labeled appropriately*
 - f. Anesthesia induction equipment is available, and used according to manufacturer's instructions, e.g. gas vaporizer, scavenging system, syringes/induction drugs, BSC / fume hood*
 - g. If gas anesthesia is used, an efficient system for evacuating waste anesthetic gases is present*
 - o Charcoal canisters are weighed before each use, recorded, and disposed of according to manufacturer's instructions*
 - o Isoflurane administered using the bell jar method is undertaken within a vented BSC/fumehood*

- h. Animal monitoring / maintenance devices are available, maintained per manufacturers instructions*
 - i. Animal recovery equipment / practices are appropriate, recovery cage, heat source, hydration, oversight*
 - j. Clinical SOPs are followed, e.g.343, 350, 347/348, 355/356, 330/331*
8. Surgery – Outline the surgery procedures performed in this space
- a. Surgical space is segregated from other usage / traffic flow*
 - b. Surgical space is constructed of impervious, smooth, readily disinfected material; free of supplies / equipment storage*
 - c. Surgical instruments are appropriate, clean, sharp, rust-free and maintained according to manufacturer’s requirements*
 - d. Surgical equipment is appropriate, clean, e.g. sterilizer, autoclave, animal monitoring / maintenance devices*
 - e. Surgeon PPE is available and used: gloves (non-recovery: clean & thoroughly scrubbed), masks, bonnets, lab coat*
9. Recovery Surgery - Outline the animal recovery procedures performed in this space
- a. Sterilization equipment is available / used according to manufacturer’s requirements / best practices, e.g. cold, autoclave, bead*
 - b. Animal monitoring / support equipment is available / used, temperature maintenance (water circulating blanket)*
 - c. Non-rodent invasive – Animal monitoring equipment is available for heartrate, oxygen saturation, respiratory rate*
 - d. HVAC ensures positive pressure*
 - e. Aseptic technique is understood and followed*
 - f. A dedicated, distinct space is allocated for surgeon prep / scrub*
 - g. A dedicated space is allocated to post-operative recovery, including caging, monitoring, maintenance devices*
 - h. Animal monitoring frequency is appropriate*

The Animal Care Committee wishes to thank those who participated in the following ACC Site Visit. Your engagement during and following this visit facilitates the ACC's understanding of animal-based science activities within Western's Research Community. As part of the ACC's regulatory obligation, this report outlines the ACC's observations, discussions and recommendations arising from the visit. We look forward to receiving your responses via email reply to accsitevisit@uwo.ca and welcome subsequent dialogue that enhances mutual understanding towards ongoing program refinement.

Site Visit / Animal Use Information – For Information Only - Please review for accuracy & provide feedback at bottom of this table				
Site Assessment ID	Site Assessment Date	Site Location Area & Room#	Area Supervisor(s) / PIs / Staff Participants	ACC Site Visitors
Click or tap here to enter text.	Click or tap to enter a date.	Area: Room #s: Containment Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 2+ <input type="checkbox"/> 3	Supervisor(s): Participants during visit:	
Space Types		Procedure Room Types		Support Space Types
<input type="checkbox"/> Purpose-built space <input type="checkbox"/> Animal holding space (dedicated) - <input type="checkbox"/> Animal Procedure Space (dedicated) – <input type="checkbox"/> Multi-use space (PI lab) <input type="checkbox"/> Support Space		<input type="checkbox"/> Surgery Suite - <input type="checkbox"/> Imaging <input type="checkbox"/> Electrophysiology <input type="checkbox"/> Post Mortem Room - <input type="checkbox"/> Other –		<input type="checkbox"/> Cagewash/Cleaning <input type="checkbox"/> Feed/Bedding Storage <input type="checkbox"/> Equipment/Supplies Storage <input type="checkbox"/> Other -
Animal-based scientists (PIs, PI staff), types of research (AUPs) being undertaken and species who use this space for live-animal holding/procedures: Click or tap here to enter text.				
Live animal procedures being undertaken within this area:				
<input type="checkbox"/> Anesthesia- <input type="checkbox"/> Gas, <input type="checkbox"/> Injectable <input type="checkbox"/> Behaviour <input type="checkbox"/> Breeding Colony <input type="checkbox"/> Electrophysiology <input type="checkbox"/> Euthanasia, Method: <input type="checkbox"/> Gavage <input type="checkbox"/> Genotyping, Method: <input type="checkbox"/> Imaging		<input type="checkbox"/> Injections <input type="checkbox"/> Irradiation <input type="checkbox"/> IVVM <input type="checkbox"/> Metabolic caging, Duration: <input type="checkbox"/> Restraints <input type="checkbox"/> Surgery- <input type="checkbox"/> Non-Recovery; <input type="checkbox"/> Recovery <input type="checkbox"/> Tissue / Sample Collection <input type="checkbox"/> Blood <input type="checkbox"/> Urine <input type="checkbox"/> Other: <input type="checkbox"/> Other procedure detail:		
Animal number, timeframes, duration and frequency for holding/use of live animals within this space (as applicable):				

Process for transporting animals to / from this space (as applicable):
Recipient Feedback on this section – Please provide corrections to content here:

1.	Acknowledgements – Recognition of those who participated in the site visit
The Animal Care Committee acknowledges:	

2.	Commendations – Recognition of exemplary practices that enhance the animal ethics and care program
The Animal Care Committee commends:	

3.	Observations, Recommendations & Feedback – Area Supervisor(s)			
From its observations the Animal Care Committee recommends the following:				
<input type="checkbox"/> No recommendations arising from the visit				
#	Observations	Recommendations	Feedback from Area Supervisor(s)	Status
3.1				Click on report entry to edit.
3.2				Click on report entry to edit.

4.	Observations, Recommendations & Feedback – Infrastructure – Dept. Chair / Space Manager			
From its observations the Animal Care Committee recommends the following:				

<input type="checkbox"/> No recommendations arising from the visit				
#	Observations	Recommendations	Feedback from Dept Chair / Manager	Status
4.1				<small>Click to expand/collapse table.</small>
4.2				<small>Click to expand/collapse table.</small>

5. Observations, Recommendations & Feedback – Animal-based Scientists

The Animal Care Committee recommends the following actions be taken:

No recommendations arising from the visit

#	Observations	Recommendations	Feedback from Scientists	Status
5.1				<small>Click to expand/collapse table.</small>
5.2				<small>Click to expand/collapse table.</small>

6. Observations – Occupational Health & Safety

The Animal Care Committee observed the following:

No OH&S observations arising from the visit

ACC OFFICE USE ONLY

7. Follow-Up Actions Arising from ACC Site Visit to This Space

REC #	Action Details	ACC OFFICE USE	
		Date	Closed

		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.

The Animal Care Committee wishes to thank those who participated in the following ACC Site Visit via Zoom. Your engagement during this remote visit fulfills our national regulator’s (CCAC) expectations that we meet with site supervisors and animal-based scientists to better understand work being undertaken and to seek feedback from key stakeholders on the appropriateness and sufficiency of facilities, equipment and human resources. As part of the ACC’s regulatory obligation, this report outlines our updates as well as your feedback. We look forward to receiving your responses via email reply to accsitevisit@uwo.ca and welcome subsequent dialogue that enhances mutual understanding towards ongoing program refinement.

Zoom Site Visit – For Information Only - Please review for accuracy & provide feedback at bottom of this table				
Site Assessment ID	Site Assessment Date	Site Location Area & Room#	Area Supervisor(s) / PIs / Staff Participants	ACC Participants
Click or tap here to enter text.	Click or tap here to enter text.	Area: Click or tap here to enter text. Rooms: Click or tap here to enter text.	Supervisor(s): Click or tap here to enter text. Participants during visit: Click or tap here to enter text.	Click or tap here to enter text.
Animal-based scientists (PIs, PI staff), types of research (AUPs) being undertaken and species who use this space for live-animal holding/procedures: Click or tap here to enter text.				
Participant Comments	Click or tap here to enter text.			

1. Acknowledgements – Recognition of those who participated in the site visit
Click or tap here to enter text.

2. Updates from the ACC on the Animal Ethics & Care Program	
ACC / ACVS Operations	Click or tap here to enter text.
External Regulators	Click or tap here to enter text.
Policies & Procedures	Click or tap here to enter text.
SOPs	Click or tap here to enter text.
Other	Click or tap here to enter text.

Participant Comments	Click or tap here to enter text.
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3. Site-Specific Program Elements – Feedback from Site Supervisor and Animal Users

Since the last ACC Site Visit to this area, please update us on any significant changes, challenges and provide other feedback, e.g. suggestions, associated with the following topics

Topic	Feedback / Discussion
Important changes since previous Site Visit	Click or tap here to enter text.
Major Animal Health & Welfare Situations	Click or tap here to enter text.
Infrastructure – Building & Equipment	Click or tap here to enter text.
Animal Husbandry	Click or tap here to enter text.
Animal Records	Click or tap here to enter text.
Training Program	Click or tap here to enter text.
Sick Animal Response Program	Click or tap here to enter text.
PAM Program	Click or tap here to enter text.
Other	Click or tap here to enter text.
Participant Comments	Click or tap here to enter text.

4. In what ways can the ACC support you in your roles as area supervisor and/or research?

Click or tap here to enter text.

Participant Comments	Click or tap here to enter text.
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The Animal Care Committee wishes to thank those who participated in the following ACC Site Visit. Your engagement during and following this visit facilitates the ACC's understanding of animal-based science activities within Western's Research Community. As part of the ACC's regulatory obligation, this report outlines the ACC's observations, discussions and recommendations arising from the **Step 1 Onsite Visit** and summarizes the dialogue arising from the **Step 2 Round Table**. We look forward to receiving your responses via email reply to accsitevisit@uwo.ca and welcome subsequent dialogue that enhances mutual understanding towards ongoing program refinement.

Site Visit / Animal Use Information – For Information Only - Please review for accuracy & provide feedback at bottom of this table					
Site Visit ID	Step 1 Onsite Visit Date	Step 2 Round Table Date	Location	Area Supervisor(s) / PIs / Staff Participants	ACC Participants
YYYY-##	Click or tap to enter a date.	Click or tap to enter a date.	Location: Area: Room #s:	Step 1 – Onsite Visit	Step 1 – Onsite Visit
				Step 2 – Round Table	Step 2 – Round Table
Space Description					
Animal-based scientists (PIs, PI staff), types of research (AUPs) being undertaken and species who use this space for live-animal holding/procedures:					
Animal number, timeframes, duration, and frequency for holding/use of live animals within this space (as applicable):					
<input type="checkbox"/> 0-12 hours <input type="checkbox"/> >12 hours, specify: Other Detail:					
Participant Comments		Click or tap here to enter text.			

Acknowledgements – Recognition of those who participated in the site visit
The Animal Care Committee acknowledges:

Commendations – Recognition of exemplary practices that enhance the animal ethics and care program
The Animal Care Committee commends:

Step 1 – Onsite Visit – Survey Feedback

Topics	Feedback
Important changes since previous Site Visit	
Animal Health & Welfare Situations	
Refinements	
Concerns, Challenges	
Suggestions	

Step 1 – Onsite Visit – Observations, Recommendations and Feedback

1. For Area Supervisor(s) - Step 1 - ACC Onsite Visit – Observations and Recommendations				
From its observations the Animal Care Committee recommends the following:				
<input type="checkbox"/> 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 to enter a date.
1.2			Click or tap here to enter text.	Click or tap to enter a date.
1.3			Click or tap here to enter text.	Click or tap to

				enter a date.
1.4			Click or tap here to enter text.	Click or tap to enter a date.
1.5			Click or tap here to enter text.	Click or tap to enter a date.

2. Infrastructure – Dept. Chair / Space Manager – Step 1 - ACC Onsite Visit – Observations & Recommendations

From its observations the Animal Care Committee recommends the following:

No recommendations arising from the visit

#	Observations	Recommendations	Feedback from Dept Chair / Manager	Status
2.1			Click or tap here to enter text.	Click or tap to enter a date.
2.2			Click or tap here to enter text.	Click or tap to enter a date.
2.3			Click or tap here to enter text.	Click or tap to enter a date.
2.4			Click or tap here to enter text.	Click or tap to

				enter a date.
2.5			Click or tap here to enter text.	Click or tap to enter a date.

3. Animal-based Scientists – Step 1 - ACC Onsite Visit - Observations, Recommendations & Feedback				
The Animal Care Committee recommends the following actions be taken:				
<input type="checkbox"/> No recommendations arising from the visit				
#	Observations	Recommendations	Feedback from Scientists	Status
3.1			Click or tap here to enter text.	Click or tap to enter a date.
3.2			Click or tap here to enter text.	Click or tap to enter a date.
3.3			Click or tap here to enter text.	Click or tap to enter a date.
3.4			Click or tap here to enter text.	Click or tap to enter a date.
3.5			Click or tap here to enter text.	Click or tap to enter a date.

4. Occupational Health & Safety – Step 1 - ACC Onsite Visit – Observations		
The Animal Care Committee observed the following:		
<input type="checkbox"/> No OH&S observations arising from the visit		
Date:	Location:	Observation:

Step 2 – Round Table Survey Feedback

Topic	Survey Feedback
ACC / AECP - Positives	
Challenges	
Concerns	
Suggestions	

Step 2 – ACC Site Visit Round Table

Step 2 – ACC Site Visit Round Table - Updates from the ACC on the Animal Ethics & Care Program	
ACC / ACVS Operations	
External Regulators	
Policies & Procedures	
SOPs	
Other	

Participant Comments	Click or tap here to enter text.
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Step 2 – ACC Site Visit Round Table - Program Elements	
Since the last ACC Site Visit to this area, please update us on any significant changes, challenges and provide other feedback, e.g. suggestions, associated with the following topics	
Topic	Feedback / Discussion
Challenges and/or Concerns and/or Suggestions	
Other Discussion	
Participant Comments	Click or tap here to enter text.

ACC OFFICE USE ONLY

Follow-Up Actions Arising from ACC Site Visit			
REC #	Executive Decisions - Communications	ACC OFFICE USE	
		Action Date	Closed
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to	Click or tap to

		enter a date.	enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.
		Click or tap to enter a date.	Click or tap to enter a date.