

2026 READINESS CHECKLIST FOR AAALAC SITE VISIT

Questions? Contact the ARC at arc@research.ucla.edu

✓ Animal Housing (Vivarium)

Cage Cards & Animal Identification

- ☐ All cage cards are current, accurate, and legible.
- ☐ Emergency lab contact phone number is listed and current.
- ☐ No handwritten cage cards or Post-it notes are being used.
- ☐ DLAM's specialized handling cards (feed/water/medicate/fast) are fully completed.
- ☐ Required logs for specialized handling cards are maintained, if a log at the room level is being used
- ☐ Singly housed animals have appropriate justification documented on the cage card; animals housed singly for research purposes are justified in the ARC protocol.
- ☐ Correct protocol number is listed on each cage card.
 - ☐ Breeding protocol for breeding animals.
 - ☐ Experimental protocol for study animals.
- ☐ Appropriate hazard stickers are present on cages when required.

Enrichment & Sanitation

- ☐ Non-disposable enrichment items are being cleaned according to [DLAM requirements](#).
- ☐ Exceptions to ARC requirements for enrichment are documented and approved in the ARC protocol.

Animal Transport

- ☐ Animals or animal cages are transported through public corridors in opaque bags or approved containers.
- ☐ Water bottles are inverted or removed before transport.
- ☐ Cage card deactivation tabs are detached and submitted to DLAM when animals are permanently removed from the vivarium.

✓ Procedure Rooms (DLAM and PI-managed), and Housing Outside DLAM Footprint

Housekeeping & Organization

- ☐ No expired drugs or reagents are present.
- ☐ No unlabeled tubes, containers, or samples are present.
- ☐ Workspaces are clean, organized, and uncluttered.
- ☐ Corrugated cardboard has been removed from animal-use areas.

Animal Supplies

- ☐ Treats and supportive care items are stored in clean plastic containers.
- ☐ Containers are labeled "Not for Human Consumption."
- ☐ Expiration or purchase dates are documented.
- ☐ Any other supplies used for animals (such as ear punches) are stored in a sanitizable container, labeled with lab contact information. Please minimize in-room storage.

Equipment & Materials

- ☐ Soiled items are cleaned promptly, preferably through a DLAM cage wash.
- ☐ Clean equipment is covered or stored in closed, sanitizable containers.
- ☐ Cleaning logs are available when required.
- ☐ Clean items are labeled with cleaning date where appropriate.

Signage & Door Information

- ☐ Request a new [hazard door card](#) when updating:
 - ☐ Emergency contact information.
 - ☐ Chemical inventory.
 - ☐ Lab Use Authorization.
 - ☐ For PI-maintained locations within DLAM footprint, appropriate room status sheet / log is present and complete.
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✔ Study Areas (If Applicable)

- ☐ Study Area Management (SAM) document is current.
 - ☐ Study area practices match the approved SAM document.
 - ☐ Staff are familiar with requirements in the ARC Policy on [Maintaining Animals in Study Areas](#).
 - ☐ ARC-required logs and documents are present and completed.
 - ☐ Any needed updates have been submitted to the ARC.
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✔ Veterinary Care & Animal Health

Veterinary Directives

- ☐ All veterinary recommendations and treatment plans are being followed.
- ☐ No medications are administered without veterinary or protocol approval.
- ☐ Treatment records for on-going health cases are complete and available for review.
- ☐ Orange treatment cards and associated records are maintained.
- ☐ Review the ARC Policy on [Authority of the Attending Veterinarian](#).

Emergency Preparedness

- ☐ Lab personnel know how to contact the DLAM veterinarian via the emergency phone tree: 310-825-2200
 - ☐ Emergency contact information is posted and readily available.
 - ☐ For study areas and DLAM designated animal housing and procedural spaces, an updated emergency plan has been submitted to DLAM.
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✔ Protocol Compliance

Protocol Accuracy

- ☐ Current animal activities match the approved ARC protocol.
- ☐ All animal-use locations are listed in the protocol.
- ☐ Changes in procedures have been submitted through amendments.
- ☐ Personnel listed on the protocol are current.
- ☐ Refer to [July 27, 2026 ARC announcement](#) re protocol prep

Team Readiness

- ☐ All personnel have access to the approved protocol.
 - ☐ Staff understand their role and responsibilities.
 - ☐ Required training is current.
 - ☐ Occupational Health (MHQ) requirements are current. [UCLA MHQ | Homepage](#)
 - ☐ Lab members can explain procedures they perform.
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✔ Surgery Readiness (If Applicable)

Surgical Preparation

- ☐ Surgical procedures follow approved aseptic technique.
- ☐ Surgical supplies are clean (for example, no rust on instruments) and not expired.
- ☐ No cardboard is used for storage of surgical supplies.

- ☐ Animal-use supplies are clearly separated from non-animal-use supplies and labeled as not for use in animals
- ☐ Isoflurane vaporizers (if used) have documentation of calibration within the past three (3) years as well as regular leak testing.

Surgical Records

- ☐ Survival surgery records are complete and readily available for review.
- ☐ Analgesics and anesthetics are documented, including the drug dosages..
- ☐ Pre-, intra- and post-operative monitoring is all documented.

Pain Management

- ☐ Analgesia is provided as required by protocol and policy.
- ☐ Personnel understand timing and duration of analgesic administration.
- ☐ Staff can explain post-operative monitoring and pain management practices.

Related Policies

- ☐ [Multiple Survival Surgeries](#)
- ☐ [Post-operative Analgesia](#)
- ☐ [Survival Surgery in Mice, Rats, and Birds](#)
- ☐ [Survival Surgery in USDA-Covered Species](#)

✓ Drugs & Controlled Substances

Drug Inventory

- ☐ No expired drugs are present unless properly labeled for approved terminal use.
- ☐ Expired anesthetics, analgesics, and euthanasia agents are not being used for any procedure.
- ☐ Drug storage is organized and EH&S compliant.

Pharmaceutical Standards

- ☐ Non-pharmaceutical-grade compounds are approved in the protocol before use.
- ☐ Supporting documentation is available.
- ☐ Refer to the ARC Policy on [Use of Fluids and Diluted Drugs in Research Animals](#).

Controlled Substances

- ☐ Controlled substance inventories are current.
- ☐ Usage logs are complete and accurate.
- ☐ Storage and security meet DEA requirements.
- ☐ Contact the UCLA [Controlled Substances Program for Research](#) for assistance.

✓ Occupational Health & Safety

Animal Injuries

- ☐ Personnel know bite/scratch response procedures.
- ☐ Staff understand injury reporting requirements.
- ☐ Staff know how to obtain additional animal-handling training.

Emergency Preparedness

- ☐ Staff understand building evacuation procedures involving animals.
- ☐ Emergency response information is posted and accessible.
- ☐ Personnel know their responsibilities during emergencies.
- ☐ The standard [Flowchart](#) for emergency procedures is posted or lab has developed a plan with DLAM.

Macaque Research (If Applicable) – including in vitro work

- ☐ B-virus exposure kit is available.
- ☐ Kit components are complete and not expired.
- ☐ Staff know where kits are located.

- ☐ Personnel are trained on kit use.
 - ☐ Staff have taken the B-Virus course BIO-BVIRUS-OL found on Worksafe.
 - ☐ Contact DLAMPharmacy@mednet.ucla.edu to replace items in kit.
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Quick AAALAC Interview Readiness Check

Be prepared to answer:

- What procedures are approved on your protocol?
- What training have you completed?
- How do you access your protocol?
- What do you do if an animal appears sick or in pain?
- When and how do you contact the veterinarian?
- How do you document animal treatments?
- How do you provide post-operative or post-procedural care?
- What is the procedure following an animal bite or scratch?
- What would you do during a building emergency or evacuation?

Goal: Every researcher should be able to demonstrate that they know the protocol, follow approved procedures, maintain accurate records, and prioritize animal welfare and regulatory compliance.