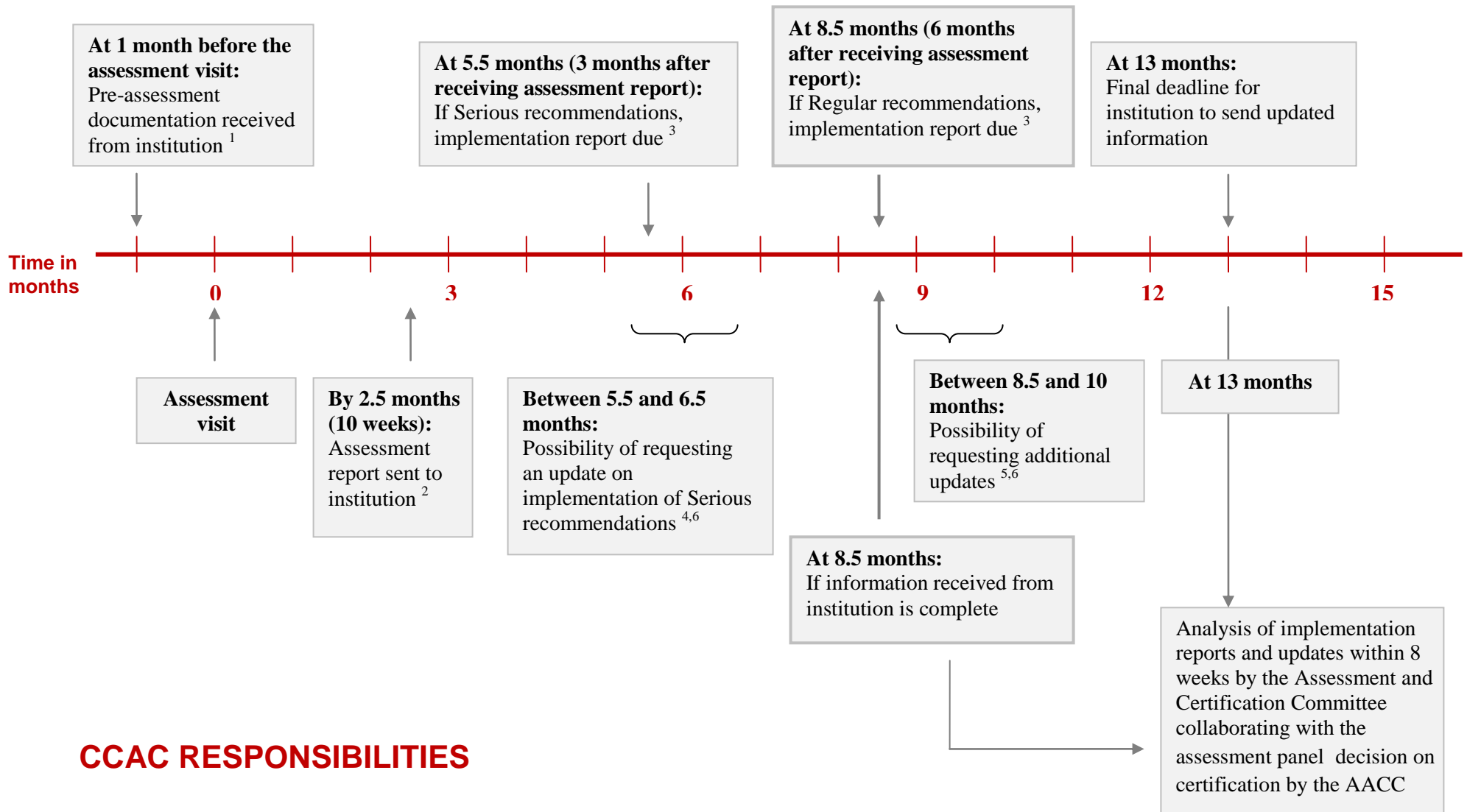


INSTITUTIONAL RESPONSIBILITIES



CCAC RESPONSIBILITIES

(Explanations for the assessment process chart)

¹ Institutions are asked to submit pre-assessment documentation (*Program Review Form* or *Program Review Form for Interim Visits*) to the CCAC 3-4 weeks before the assessment visit.

² Assessment reports are normally sent to the institution within 10 weeks of the visit.

Certification will occur as soon as the CCAC Assessment and Certification Committee is satisfied that the institutional animal care and use program meets all relevant CCAC requirements. This can be at the time the assessment report is sent to the institution (within 2.5 months) if there are no recommendations, or at any later time during the assessment process.

³ If the assessment report contains recommendations, institutions are asked to address them in an implementation report. Serious recommendations must be addressed within 3 months of receiving the assessment report, and Regular recommendations within 6 months.

If the assessment report contains Major recommendations, the date by which these recommendations must be addressed will be specified in the assessment report.

The CCAC normally addresses any institutional response to recommendations within 8 weeks, making the certification process generally shorter when implementation reports are received before the deadlines.

⁴ The institution should normally respond to this update request with the implementation report on Regular recommendations.

⁵ In the majority of cases, the CCAC will limit its requests for updates on the implementation of recommendations to two letters per institution, prior to certification.

⁶ Updates can take any of the following forms: written documents, information provided by telephone or the organization of a special visit to the institution.