



## AGENDA FOR A CCAC ASSESSMENT VISIT OF MORE THAN ONE DAY

**DATE OF REVISION:** October 2017

This agenda is intended to help institutions prepare for an assessment visit of more than one day. The agenda may be modified to accommodate institutional or CCAC needs, following discussion with the associate director of assessment responsible for the visit. A draft agenda should be sent to the associate director of assessment **at least three months before the visit**. Further details on the assessment process may be found on the [CCAC website](#). The most important task for the institution, in preparation for the visit, is to fill out sections 1 to 5, and 7, of the CCAC *Animal Care and Use Program Review Form (PRF)*, as well as section 6 for the relevant type(s) of animal facilities. The PRF is used as the basis for all assessments by the CCAC.

The following generic agenda is typical for a visit lasting more than one day:

### First Day

9:00 – 12:00 Initial meeting of the CCAC assessment panel with institutional representatives (senior and other administrators, animal care committee (ACC) members, veterinary and animal care staff, researchers, and instructors).

The assessment panel requests selected animal protocols, standard operating procedures (SOPs), and any other relevant documentation, and reviews these later in the visit.

12:00 – 13:00 Lunch for assessment panel and institutional representatives (a simple, in-house lunch is appreciated), during which issues identified during the initial meeting can be further discussed.

13:30 – .... Site visits of the animal facilities begin (the assessment panel may be divided into teams, depending on the size of the institution), and continue as needed over another day, or more.

### Last Day

Site visits should be minimized on the last day (and normally avoided in the largest institutions) to focus on the preparation and discussion of the panel's findings.

.... – .... Approximately two hour in camera assessment panel meeting.

.... – .... Summary meeting between the assessment panel and institutional representatives (approximately one hour).

## INITIAL MEETING

A period of no less than two hours (or three hours for larger institutions with a single ACC) must be reserved at the beginning of the first day for the initial meeting. This period will be used to complete a thorough review of the institution's animal ethics and care program. Complete, but concise, pre-assessment documentation (in the CCAC *Animal Care and Use Program Review Form* format) is of great importance in keeping this meeting productive. The following persons should be in attendance:

- senior institutional representatives (in particular, the person to whom the ACC reports);
- members of the ACCs;
- senior veterinary and animal care personnel; and
- any researchers and instructors who wish to attend.

### **The agenda of the initial meeting should be as follows:**

- Welcome from the senior administration of the institution and presentation of no more than 15 minutes on the institutional animal ethics and care program, including any significant changes/plans since the previous assessment and for the foreseeable future.
- Update on the CCAC program from the associate director of assessment, and introduction of the assessment panel members (10 minutes).
- Questions by the assessment panel on the structure and administration of the animal ethics and care program, and then on the first five sections and last section (Section 7) of the CCAC *Animal Care and Use Program Review Form*, as filled out by the institution:
  - Section 1: General Information
  - Section 2: Animal Care Committee Functioning
  - Section 3: Animal Use Protocol Form
  - Section 4: Veterinary and Animal Care Services
  - Section 5: Continuing Education and Training, Occupational Health and Safety, and Crisis Management
  - Section 7: Summary of the Program
- Concerns of the institution (regarding animal care, the CCAC program, etc.).

For larger institutions with more than one ACC, the initial meeting will focus on the review of the common elements of the animal ethics and care program that apply to all, or most, units of the institution, followed by individual meetings later in the week with each ACC to discuss the specific structure and functioning of each committee.

During the initial meeting and site visits, the assessment panel may request to be provided with specific animal protocols and associated correspondence (complete protocol files), SOPs, and any other relevant documents for them to review prior to the final meeting with institutional representatives.

## SITE VISIT

The assessment panel may be accompanied by the chair of the ACC, a senior veterinary and/or animal care representative(s), and/or other ACC or institutional representatives. The following areas should be visited by the assessment panel, who will also use the information contained in the relevant Section 6 of the CCAC *Animal Care and Use Program Review Form*, as filled out by the institution:

- animal holding and care facilities, including barrier and containment facilities, as well as support/service areas;
- animal procedure rooms and surgical facilities; and
- other areas in which animals are involved in research or teaching (e.g., laboratories).

Sufficient time should be reserved for the visit of each animal facility and for any travel between units. As many researchers, instructors, and caretakers as possible should be available to meet with the assessment panel during the tour of the facilities.

## SUMMARY MEETINGS

### **Assessment Panel Meeting (in camera)**

The assessment panel requires approximately two hours to meet privately to prepare a summary of its findings prior to the final meeting.

### **Final Meeting with Institutional Representatives**

The final meeting may last approximately one hour and should include most, if not all, of the representatives present for the initial meeting:

- senior institutional representatives;
- members of the ACCs; and
- senior veterinary and animal care personnel.

The assessment panel's preliminary recommendations will be presented verbally and discussed, and the more important recommendations will be emphasized. All CCAC recommendations will be included in the final, written report sent after the visit. The final meeting also provides an opportunity for institutional representatives to discuss, with the assessment panel members, the most appropriate means to address any concerns raised.