



AGENDA FOR A CCAC INTERIM ASSESSMENT VISIT

DATE OF REVISION: October 2017

This agenda is intended to help institutions prepare for an interim assessment visit, which is normally conducted by only one associate director of assessment, with no panel. 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)* for interim visits, 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 one-day visit of smaller institutions where no significant changes have taken place since the last assessment. An expanded version of this agenda can be prepared for visits of larger institutions, or of institutions where changes have taken place.

- 9:00 – 10:30 Initial meeting of the CCAC associate director of assessment with institutional representatives (senior and other administrators, animal care committee (ACC) members, veterinary and animal care staff, researchers, and instructors).
- 10:30 – 11:30 The associate director of assessment reviews selected animal protocols, standard operating procedures (SOPs), and any other relevant documentation.
- 11:30 – 12:30 Site visit of the animal facilities (where applicable; more time may be needed, depending on the size of the institution).
- 12:30 Summary meeting (may be combined with lunch) with the institutional representatives to go over the associate director of assessment's observations.

INITIAL MEETING

Upon his/her arrival at the institution, the CCAC associate director of assessment will request to be provided with a few selected, complete animal protocols with associated correspondence (complete protocol files), SOPs, and any other relevant documents for him/her to review during an approximately one-hour period following the initial meeting.

A period of no less than 90 minutes must be reserved at the beginning of the day for the initial meeting. This period will be used to complete a review of the institution's animal ethics and care program, focusing on the structure and administration of the program, ACC functioning, veterinary and animal care services, continuing education and training, and occupational health and safety. 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 a 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 (10 minutes).
- Questions by the associate director of assessment 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.).

SITE VISIT (WHERE THERE ARE ANIMAL FACILITIES)

The associate director of assessment may be accompanied by the chair of the ACC, senior veterinary and/or animal care representative(s), and/or other ACC or institutional representatives. The following areas should be visited by the associate director of assessment, who will also use the information contained in 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.

SUMMARY MEETING

The final meeting may last 15-30 minutes 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 associate director of assessment's observations will be discussed and the information 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 associate director of assessment, the most appropriate means to address any concerns raised.

SAMPLE