The AAALAC Laboratory Notebook

Facility Managers and Laboratory Managers need to prepare a notebook for the AAALAC site visit containing the information below. The purpose of the notebook is to help facilitate the site visit and have all the documents that AAALAC routinely asks for in one place. This really speeds up the visit to the laboratory spaces. If you maintain your records electronically, you must print them for the notebook for the site visit. I've been involved in a number of AAALAC site visits, and one every visit when electronic records are used there is inevitably an issue with pulling them up or finding them. This leads the site visitors to ask more questions and gives them time to continue to look around the lab and come up with more questions. Please print the documents and have them ready.

Notebook Contents:

1. **Personnel Training Records.** Have the training records for all of your current personnel. There is no need to maintain records for individuals that no longer work in the lab. The training records should include: Risk assessment to document enrollment in occupational health; individual training record for protocol related procedures; other training documents (IBC, radiation safety, hazardous waste, etc.)

2. **Current approved protocols.** All laboratory personnel must read the protocols. Having them in the notebook facilitates this. It can also be used as a reference for personnel if they have questions regarding the procedures outlined in the protocol. Be sure to update them when amendments are submitted. Discard inactive or expired protocols.

3. **SOPs.** Laboratory specific SOPS as they relate to animal use must be available to the site visitors. Examples may include disinfecting procedures, surgical procedures, IVIS imaging of rodents, etc. If you have them provide them. For many procedures such as IP injections, blood collection, there is no need to create an SOP. If there is an IACUC Policy or Guidance document, there is no need to develop an SOP.

4. **Anesthesia and Surgery Records.** If you perform surgery in your laboratory, or in a non-LAR managed facility, you must maintain your anesthesia and surgery records. This provides the site visitors with a means to assess that anesthesia and that post-operative care is provided in accordance with the approved protocol.

5. **Medical Records.** If veterinary care is not provided by LAR, you must maintain your medical records.

6. **Disaster Plan.** If you are in a non-LAR managed facility, a copy of your disaster plan needs to be available.

7. **Expired drug policy.** The IACUC uses color coded stickers to identify expiration dates. Current stickers are available from RICRO.