

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: ASSOCIATION FOR ASSESSMENT AND ACCREDITATION OF LABORATORY ANIMAL CARE REPORT (AAALAC)	FMEP-G-0045	Rev. No. 0
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1.0 PURPOSE

To ensure that the animal rooms within the National Cancer Institute-Frederick (NCI-Frederick) are maintained according to the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC).

2.0 GENERAL

2.1 Activities

This procedure covers the collection and entering of data required by the AAALAC that is required every 3 years. . The AAALAC needs this report to ensure proper ventilation is maintained for the animals within all animal holding areas.

2.2 AAALAC Requirements

The AAALAC report consists of a spreadsheet (Exhibit A) with information by building, room, type of room, air source, air treatment, air changes, pressure, humidity control and date assessed. According to the AAALAC, each animal room should maintain a minimum of 12 air changes per hour.

3.0 PROCEDURE

3.1 Responsibilities

3.1.1 Operations and Maintenance Department

The HVAC shop shall be given an AAALAC Air Flow Form (Exhibit B). The HVAC foreman will then send proper personnel to take air flow (cubic feet per minute -CFM) readings necessary. The HVAC shop personnel will record this information on the air flow form. The HVAC supervisor shall review all data collected.

3.1.2 Engineering

- a. Engineering must inform the HVAC shop if there are any new additions or removal of buildings/areas from the Laboratory Animal Science Program (LASP).
- b. Receive the information collected in 3.1.1a and place in the data portion of the spreadsheet (Exhibit A).
- c. Prepare the appropriate calculations in accordance with existing procedures.
- d. Prepare a report that must be reviewed by the LASP Project Manager and the Manager of Engineering.
- e. Issue the report to the Animal Care Use Committee (ACUC) Coordinator along with a memo (Exhibit C).

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FMEP-G-0045 Exhibits

Exhibit A-Air Balance Report Form (7 pages)

Exhibit B-Air Flow Form (1 Page)

Exhibit C-Report Memo (1 Page)