****

**ACUC Post Approval Monitoring (PAM)**

**Laboratory Self-Assessment Tool**

This tool is used for post approval monitoring assessments, and can be used by Principal Investigators and study team members when reviewing their own research studies for compliance. We encourage self-assessments in preparation for PAM visits. Contact an RARC Animal Program Assessment Specialist for assistance: apas@rarc.wisc.edu.

**Principal Investigator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Protocol Title**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Protocol Number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Protocol & Personnel**

1. Are all questions in the protocol answered as asked and are all sections filled out appropriately?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. For paper protocols, are all procedures described consistently throughout each section? For ARROW protocols, are the procedures, substances, and agents that are described in the experimental narrative consistent with what is described in the species details (e.g. substance tables, surgical and nonsurgical procedures, etc.)?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are all personnel/study team members who perform animal procedures listed on the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Do all study team members have access to the approved protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Have all study team members read the approved protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Does the alternatives search section include a complete description of the search performed?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Training**

1. Have all study team members completed all RARC required training including animal user orientation, species specific, and surgery training?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are study team members able to identify signs of pain and distress in each species studied?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. If an adverse event occurred with a USDA-covered species, were the study team members adequately re-trained and was this training documented?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Drugs & Medical Materials**

1. Do all materials described in the protocol include dosage range, route, and frequency of administration?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are all dose ranges, routes, and frequencies of administration consistent throughout the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Do records indicate that materials are administered as described in the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Have all materials provided, that were not listed in the approved protocol, been per RARC veterinary directive?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are all materials used in live animals within the expiration date?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are nonpharmaceutical-grade materials adequately described and justified in the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are controlled substances stored, handled, and logged appropriately?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Animals**

1. Are the species and age of animals used consistent with the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is the number of animals used within the limit of the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are animals appropriately identified (cage cards, ear tags, tattoos, etc.)?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are animals socially housed and provided enrichment according to campus policy and guidance?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Anesthesia**

1. Are anesthesia regimen(s) adequately described in the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is anesthesia performed as described in the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is anesthesia adequately documented, including dosage, route, and frequency of administration?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are anesthetized animals monitored according to protocol and/or RARC guidance?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are animals checked to ensure a surgical plane of anesthesia is reached and maintained prior to and during procedure (e.g. loss of muscle tone, lack of response to noxious stimuli, etc.)?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are inhalant anesthetics scavenged appropriately (including regular weighing of canister and canister replacement as necessary)?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are anesthesia machines serviced and calibrated annually?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Analgesia**

1. Are analgesia regimen(s) adequately described in the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is analgesia provided as described in the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is analgesia adequately documented including dosage, route, and frequency of administration?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Nonsurgical Procedures**

1. Is each room where animals are used listed in the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are all procedures (e.g. injections, blood draws, behavioral tests, monitoring) clearly and adequately described in the protocol including, but not limited to, methods, sites, percent volume, frequency, duration etc.?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are all procedures (e.g. injections, blood draws, behavioral tests) conducted as described in the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Do all personnel wear appropriate PPE and/or other attire (e.g. gloves, mask) for the species and procedures performed?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. For USDA-covered species, are injections, blood collections, and fluid collections adequately documented?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are post procedural problems reported to RARC veterinary staff?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Surgical Procedures**

1. Is there an up-to-date procedure log or other method to identify which animals have had surgery?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are surgical procedures adequately documented according to campus policy?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are all rooms where surgery is performed listed in the approved protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are surgical procedures performed as described in the protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Do all personnel wear appropriate PPE and/or other attire (e.g. gloves, mask) for the species and surgery performed?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. For USDA-covered species (nonagricultural), does surgical preparation (e.g. clipping) occur in an appropriate area separate from the surgical space?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is survival surgery being performed using aseptic technique?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is an appropriate heat source used to aid thermoregulation during and/or after surgery?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is there an appropriate recovery area for the animal(s)?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are any postoperative problems reported to RARC veterinary staff?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is postsurgical care conducted as described in the protocol and adequately documented?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Euthanasia**

1. Is euthanasia being performed according to the protocol description?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Is death assured appropriately?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Are endpoints adequately described, followed, and documented according to protocol?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Safety**

1. Have all study team members completed the required Animal Contact Risk Questionnaire?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Have all study team members completed the required Occupational Health and Safety training titled, “Safety for Personnel with Animal Contact”?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

1. Have all study team members completed the required Animal Research Hazard Communication Safety training?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**

**Other**

1. Were other discrepancies or inconsistencies found that are not otherwise noted on this form?

YES NO N/A N/R

[ ]  [ ]  [ ]  [ ]

**Notes:**