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| This is a picture of the Mount Saint Vincent University logo | **Animal Care Committee** |

**CHECKLIST FOR POST-APPROVAL MONITORING VISITS BY ACC MEMBERS**

This Checklist is used by participating ACC members for their own recording use during a PAM observation. The information is then collected by the Chair and placed into a new Checklist form which becomes the PAM Report. The PAM Report is provided to the PI, disclosed at the next available meeting of the ACC and kept on record with the protocol file information.

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|  | **ON-SITE PAM VISIT**  **REMOTE PAM** | **DATE OF OBSERVATION:** |
|  | **DATE OF OBSERVATION OF SUBMITTED PHOTO/VIDEO:** |

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| PROTOCOL INFORMATION | |
| TITLE |  |
| NUMBER |  |
| PI NAME |  |
| NAMES OF AUTHORIZED RESEARCH PERSONNEL |  |
| CATEGORY OF INVASIVENESS |  |
| PURPOSE OF ANIMAL USE |  |
| APPROVED SPECIES |  |
| APPROVED ANIMAL HOUSING LOCATION |  |
| APPROVED ANIMAL EXPERIMENT LOCATION |  |

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| **PAM REQUIREMENT(S) AS STATED ON NOTICE OF APPROVAL:** |
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| **NAMES OF ALL PARTICIPATING ANIMAL CARE COMMITTEE MEMBERS:** |
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| **CHECKLIST QUESTIONS** | **COMMENTS** |
| ACC official copy of the approved protocol is available/posted |  |
| ACC Notice of Approval is posted on the door/site for the correct protocol (i.e. it reflects amendment version) |  |
| Any SOPs listed in the protocol are readily available |  |
| There are no unauthorized personnel working in the area |  |
| Personnel have read, understood, and are following the protocol and all SOPs |  |
| Only the approved animal species and number are present |  |
| Animal housing/tank card has protocol number listed |  |
| Only the procedures listed in the approved protocol are in practice |  |
| Research personnel doing procedures are trained |  |
| Any anaesthesia methods being conducted are according to what has been approved |  |
| The level of monitoring of animals is accurate to that indicated in the protocol |  |
| Any incidents have been handled appropriately |  |
| All environmental parameters (e.g. housing, bedding, tank water quality) are monitored and recorded as per the relevant guideline |  |
| There are SOPs for species-specific husbandry – which either contain or refer to other SOPs that describe water quality monitoring |  |
| All personnel can describe what to look for upon a regular check of the animals |  |
| Humane endpoints are clearly displayed in the experimental area |  |
| The housing and experiment areas are kept tidy and clean |  |

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| **Additional comments on specific PAM requirement stated in the NOA:** |
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| **Commendations:** |
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| **Recommendations:** |
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***Acknowledgement****:* MSVU wishes to extend its appreciation to the Animal Care Committee at Saint Mary’s University for permission to adapt their form for use by MSVU researchers