

October 15, 2019

Allan F. Silva, BSOE., CPIA, LATG  
Senior Manager Research Operations, IACUC  
Research Services  
University of Texas Medical Branch - Galveston  
University of Texas System  
301 University Boulevard  
Galveston, TX 77555-0156

Dear Mr. Silva:

Your accredited animal care and use program is scheduled to be site revisited by AAALAC International during our Summer Trimester (May through July) 2020. It is imperative that the majority of this timeframe be available for the scheduling of the site visit. To facilitate the Council on Accreditation in assessing your institution, animals must be present during the site visit and you will need to provide AAALAC International with information regarding your program and facilities by submitting a completed Program Description available for download from the AAALAC International web site at <http://www.aaalac.org/programdesc/index.cfm>.

In addition, please provide the following information:

- A cover letter to accompany the Program Description addressing specific requests pertinent to the site visit (e.g., specific dates that would be inconvenient, entry requirements, site visitor expertise, etc.). Some items to consider for inclusion in the cover letter or with the Program Description submission:
  - Any documents requiring signature by either the members of the site visit team or any other AAALAC representative prior to the conduct of the site visit (include a copy of the documents along with the Program Description).
  - If the facility review will entail a significant number of changes of personal protective equipment, or showering in/out of multiple areas, please so advise.
  - A telephone number and e-mail address of the personnel coordinating the site visit arrangements and the **six digit AAALAC International file number (see the bottom of the enclosed cover letter)** which has been assigned to your organization are indicated in the letter. Details regarding format, typing, and assembly are included in the Instructions to the Program Description.

tel: 301.696.9626  
fax: 301.696.9627

accredit@aaalac.org  
[www.aaalac.org](http://www.aaalac.org)

- Submit the Program Description electronically with no more than four attachments. **Include your Unit file number in the e-mail subject line.**
  - If this is not possible, please submit one hard copy of completed materials. We request that the hard copy be **two-sided**. **Do not staple, bind, or otherwise assemble** your materials.
  - Whatever method you choose, your materials should reach us **by the deadline noted below**. We ask that you advise the AAALAC International office ([programdescription@aaalac.org](mailto:programdescription@aaalac.org)) if you are unable to download the Program Description template from our web site so that the document may be sent to you by an alternate method.
- Other useful information:
  - Site visits are conducted using three primary standards: the *Guide for the Care and Use of Laboratory Animals (Guide)*, NRC 2011; the *Guide for the Care and Use of Agricultural Animals in Research and Teaching (FASS 2010)*; and the European Convention for the Protection of Vertebrate Animals Used for Experimental and Other Scientific Purposes, Council of Europe (ETS 123) as applicable.
  - AAALAC International strongly recommends that you review Council's findings and your responses from recent site visits as you prepare your Program Description. It is essential for the Attending Veterinarian and Chair of the Institutional Animal Care and Use Committee (IACUC) or comparable oversight body to be present during the site visit. Accredited programs are realizing the value of coordinating the scheduling of the site visit with management, occupational health and safety personnel, as well as physical plant staff.
  - The site visit team will wish to meet with the entire IACUC; frequently this is done during an informal lunch for the Committee members and AAALAC representatives. Thus, including representatives in the actual site visit and exit briefing would be advantageous.

The submission of the completed Program Description should reach us **by April 1, 2020**. If you have questions or need clarification of any points, please do not hesitate to contact me.

Sincerely,



Gary L. Borkowski, D.V.M., M.S., DACLAM  
Global Director

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