
09th Feb 2026

[NUS Internal]

**** IACUC/2026/02 ****

Preparation Checklist for AAALAC Site Visit (4–6 March 2026)

Dear PIs,

We are writing to share the [Preparation Checklist for the upcoming AAALAC Site Visit](#), scheduled from **4 to 6 March 2026**. Please find the checklist attached for your reference.

We kindly request that you review the document and ensure your laboratory is prepared for the visit.

Key areas include:

- Ensuring all personnel are trained, listed on relevant IACUC protocols, and enrolled in Occupational Health
- Verifying animal cage cards and housing requirements
- Checking the validity of drugs, consumables, and records
- Ensuring procedure rooms and documentation are in full compliance with IACUC policies and CM SOPs

AAALAC site visitors may speak with you or members of your research team regarding your IACUC protocols and procedures, so familiarity with approved practices is essential.

Please also share this checklist with all members of your research team who work with animals, so they are aware of what to expect and can assist in ensuring your laboratory is fully prepared.

Should you require any assistance or clarification, please feel free to contact the [IACUC Office](#) or [CM](#).

Thank you for your cooperation in ensuring a smooth and successful site visit.

Best regards,
**IACUC Office (Transmitted
via email)**