

STANDARD OPERATING PROCEDURES

DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 006.27

Date Issued: 5/99

Date Revised: 9/24

Page 1 of 7

TITLE:

diseases or disorders, which could compromise the integrity of studies and the interpretation of results.

II. RESPONSIBILITY

1. All program staff contribute to the oversight and reporting of animal health status.

III. PROCEDURES

1. Each animal housing room is assigned to an Animal Care Technician. Daily observations of the Animal Care Technician are recorded on the Room Status Sheet in the Room Log Book.
2. Surveillance of animals by animal care staff will occur twice per day during weekdays at the ALZ, CAMLS, COM, CPH, IDR, BPB, PSY, MDD and RSB facilities. The initial surveillance will be accomplished prior to 9:30 AM. These observations and communications must be noted on the Room Status Sheet, the Facility Manager's Animal Health and Environmental Concern Form (CMDC #077), and when the concerns require veterinary attention, the Animal Health Concerns Form

schedules must be posted uniformly in the MDD, COM, RSB and ALZ facilities and on share point. Just prior to each weekend or holiday, managers review with assigned staff the anticipated tasks to ensure redundant understanding of needs at each site.

6. Health and environmental surveillance of animals at satellite facilities and at IACUC-approved laboratories outside of animal facilities where animals are housed > 12 hours must be performed daily by the PI and/or research staff.
7. Daily oversight of animals at satellite facilities and laboratories outside of animal facilities is performed and documented by the PI and associated research staff named on the approved IACUC protocol using forms provided by Comparative Medicine or similar.
8. Records of daily animal health and environmental assessments made by the PI/research staff at satellite facilities or at IACUC-approved laboratories outside of animal facilities where animals are housed >12 hours are reviewed by the IACUC during semi-annual evaluations of these locations.
9. Performance of health surveillance:
 - a. Each animal/enclosure is to be given a cursory examination that will include the following

13. If a health concern is

- e. Email the lab contact and describe in the body that the animals are approaching or have reached endpoint. Be sure to include the protocol number, animal identification, and what you are observing (see examples, below).
- f. Confirm that you have informed the lab in the "Acknowledgement" column of the Animal Health and Environmental Concern Form.
- g. Ensure the primary en10.5 (i)2.6 8.9 (nvi)4n2h(n For)r (pl)2.6 (es)8.9oH3(ar)-6 (y)8.wu Tc 0 Tc 0

NOTE: If at any time there is a medical emergency (e.g., moribund, dystocia, bleeding, irretractable seizures, lethargy, dehydration, etc.), the veterinarian or their designee and the laboratory contact is to be notified immediately.

20. The Facility Manager or designee must contact the research staff to assure resolution of a end point or health concern, and if not promptly resolved contact the veterinarian, or contact physical plant/maintenance personnel to assure resolution of an environmental concern. This communication must be noted on the Facility Manager's Animal Health and Environmental Concern Form under the acknowledgment column.

21. Research staff and/or veterinary staff are responsible for ensuring that entries are made in the animal's medical record (on a Progress Notes Form) f. c 0 Tw 2.652 0 31178

etesp(i)2.6 (on m)-6 (i)2.6 (of)-6.6 (f)-6.7 5e)a lp
u((]TJ -(a)10.6 (f)-65.9(f)-6.7 (a)16.8 andf)-65.9

- b. Neon Orange – Approaching or at a clinical endpoint (indicating date, endpoint criteria, lab notified and acknowledged)
- c. Neon Pink – Research related special instructions (i.e., special diets, special water, diabetic, clip teeth)
- d. Light Blue – Breeding Instructions (separate pregnant female, check for litter, pups in cage)
- e. Navy Blue – Check for copulatory plug
- f. Neon Green – Pup manipulations (identification/genotyping, wean)
- g. Light Pink - Cross Foster CT.2Tw 15.848 0 Td (.)Tj 0.283 Td [(C)2 1 Tfc 0 Tw ero