

Name: Recordkeeping
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Category: General Procedures

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1.0 Purpose

This SOP identifies the range of documentation needed to track the use and care of vertebrate animals in the FSU vivarium.

2.0 Policy

- 2.1 Efficient operation of the animal use program and compliance with federal regulations pertaining to vertebrate animal welfare depends upon maintenance of records that document how animals are used and cared for.
- 2.2 Proper recordkeeping tracks the identify of:
 - 2.2.1 individual animals, where such animals are being handled or treated separately from the group with which they are housed, e.g., breeding pairs, those receiving individualized treatments such as injections or surgeries;
 - 2.2.2 animals housed in groups in a specific cage or tank;
 - 2.2.3 animals housed collectively in a specific holding room;
 - 2.2.4 animals being used and cared for under the approved protocol of a specific PI.
- 2.3 Proper recordkeeping also tracks the incidence of:
 - 2.3.1 animal acquisition;
 - 2.3.2 animal transfers;
 - 2.3.3 animal births;
 - 2.3.4 animal treatments such as surgery or euthanasia;
 - 2.3.5 animal sickness and/or injury;
 - 2.3.6 animal mortality.
- 2.4 Every PI operating under an IACUC-approved protocol is responsible for ensuring that the records identified in this SOP are properly and faithfully kept.

3.0 Materials

- 3.1 Animal housing ID cards (see SOP 120)
- 3.2 Rodent identification (see SOP 130)
- 3.3 Animal room cards (see SOP 140)
- 3.4 Animal room log sheets (see SOPs 150-152)
- 3.5 Disposition log (see SOP 160)
- 3.6 Surgical and other specialized treatment logs (developed as needed)

4.0 Procedure

- 4.1 Identifying animals
 - 4.1.1 Animal housing ID cards (SOP 120) are used to provide identifying information about animals housed in specific cages or tanks.

- 4.1.2 Ear punches and ink marks on rodents (see SOP 130) and fin punches on fish are acceptable means to identify individual animals in group housing when needed.
- 4.2 Identifying holding rooms and PI's
 - 4.2.1 Each holding room entry door has affixed an animal room card (see SOP 140) that identifies the PI and protocol # for any animals housed within (more than one is possible), provides emergency contact information for both PI's and collaborating students, and lists pertinent room parameters, such as light:dark cycle, requested ambient temperature, and any current warnings on husbandry, such as food or water restrictions or suspended cage changes for dams with litters.
 - 4.2.2 Each holding room entry door also has affixed a monthly log sheet (see SOP 150 for rodents, SOP 151 for frogs, SOP 152 for fish) that provides space for recording daily observations of the animals housed there, including checks of basic health, provision of food (and water for rodents), room temperature and humidity, tank water pH (for fish), plus noting signs of illness or distress, and taking a daily census.
- 4.3 Identifying events
 - 4.3.1 A disposition log book is kept in the cage washing room (SCI 101A), where it is accessible to all caretakers, both faculty and students, who have keycard access to the vivarium.
 - 4.3.1.1 It provides a basic template for recording when something has been done to or with animals housed in the vivarium, by date, by room, and by whom (see SOP 160).
 - 4.3.1.2 Events to be logged include: when animals are brought into the facility for housing; when rodent litters are born; when animals receive experimental treatments; when sick, injured or distressed animals are identified; and when animals die or are euthanized.
 - 4.3.2 An experimental treatment log is kept in the procedure room (SCI 101D), for recording the details of treatments to specific animals, including surgical intervention (whether survival or non-survival surgery), euthanasia preliminary to post-mortem study such as histology or chemical analysis, and administration of drugs and other substances.
 - 4.3.3 Such event logs are intended to be kept in the vivarium, although scanned electronic backups will be made weekly by the facility manager, and investigators are encouraged to maintain separate or parallel copies for their own experimental records.

5.0 References

- 5.1 Recordkeeping (U Alaska Fairbanks IACUC)
<https://www.uaf.edu/iacuc/animal-facilities/recordkeeping/>
- 5.2 Guide for the Care and Use of Laboratory Animals, 8th ed.
<https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>

SOP REVISION HISTORY

VERSION #	APPROVED	DETAILS
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