



**TITLE: Animal Care**

**Purpose:** Animal care staff and/or researchers assume full or partial responsibility for animal husbandry activities. Animals may require standard care or be on a special diet, a regulated watering schedule, an extended cage-cleaning cycle, or animals may require specialized husbandry because of protocol-driven reasons. FIT must assure that all personnel who provide care for animals are appropriately trained and that animal care activity is sufficiently documented.

**PROCEDURE:** Animal care provided by animal care staff and/or researchers within dedicated vivarium space must be justified in an animal-use protocol and be approved by the Animal Care and Use Committee. Animal care staff and/or researchers must receive training to properly care for animals to meet the following standards, and this training must be documented:

- Staff that perform any type of husbandry procedures, standard (e.g., feeding, cleaning, water quality measurements, etc.) or otherwise (e.g., restrictions), must document them. Documentation must include, but not be limited to:
  - Description of task
  - Time and date performed
  - Initialing of completed activity by individual performing the task
- Documentation of husbandry tasks must be kept in animal housing room(s), e.g., contained within a binder, and be readily accessible to all animal care personnel, PIs, IACUC members, and inspectors.
- Emergency contact numbers for reaching the PI, laboratory manager, other animal care staff must be available, including contact information for nonbusiness hours.
- Animal facility lab managers must check animal records or log sheets daily to confirm that required animal care tasks performed by staff are complete.
- It is the responsibility of the animal facility lab manager to contact the PI if critical animal care duties (e.g., feeding, watering, cleaning) have not been performed or documented. The PI must respond within 4 hours. Animal facility lab managers must document each and every attempt to contact the PI.
- If there is no response from the PI within 4 hours, animal facility lab managers must contact the Animal Welfare Program Manager. The Program Manager will determine the course of action.
- If there is no response from the PI within 24 hours, animal facility lab manager must provide care to the animals. Depending on health status of the animals, the lab manager in consultation with the IACUC, IO, and/or veterinarian will determine the disposition of the animals (e.g., euthanasia, transfer to holding protocol).
- Husbandry procedures that differ from standard husbandry practices must be described in detail in an approved animal use protocol. Such procedures could include, but are not limited to:
  - Restricted feeding
  - Regulated watering
  - Provision of special diets (e.g., powdered diet, agar diet)
  - Specialized environmental enrichment

**Approved by the IACUC 14 July 2015**

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