



Guidelines On Preparation of an Animal Care Standard Operating Procedure

A description of animal husbandry and care parameters must be completed when investigators propose to care for their own animals. This information must be provided in a simple format, included as part of an animal use protocol and approved by the FSU ACUC prior to implementation. It will be made part of the ACUC approved protocol and must be available in the animal housing room at all times for review.

Per the Guide for the Care and Use of Laboratory Animals (Guide), “The design of animal facilities combined with appropriate animal housing and management are essential contributors to animal well-being, the quality of animal research and production, teaching or testing programs involving animals, and the health and safety of personnel. An appropriate Program (see Chapter 2) provides environments, housing, and management that are well suited for the species or strains of animals maintained and takes into account their physical, physiologic, and behavioral needs, allowing them to grow, mature, and reproduce normally while providing for their health and well-being.”

The form ‘Animal Care Standard Operating Procedure, Investigator Maintained Animals’ is available for terrestrial species and is attached to these guidelines. An aquatics version is also available.

Items to consider when drafting an animal care SOP:

1. Individuals responsible for observation. Who (PI, lab staff, graduate or undergraduate student, LAR staff) will be responsible for the observation?
2. Frequency of observation. By law, all animals must be observed daily; this includes weekends, semester breaks and holidays.
3. Do any of the animals require special monitoring (Y/N). If yes, has a monitoring form been developed and approved?
4. Environmental Parameters. Light cycle. Temperature. Humidity. If not using room HVAC and light supply as primary sources, how will each parameter be supplied, controlled and monitored? Special conditions?
5. Feeding Schedule. Type of feed. Where and how feed will be stored (primary and secondary locations).
6. Watering Schedule. This includes water bottle/container change outs and top offs. Specify type of drinking water supplied. Specify method of delivery (e.g. 16 oz water bottles)
7. Caging/Housing. Specify the type of cage used, the type of bedding use (in the case of amphibians should stipulate the type of water used - well vs deionized vs dechlorinated tap water).

8. How often are cages changed? How often are cage accessories changed (wire bar lids, environmental enrichment, shelf rack)?
9. If PI is doing their own cage cleaning, then specify how the cages will be sanitized, how often and what cleaning/sanitizing agents will be used. How will the effectiveness of sanitation be monitored? How will records be kept and where?
10. What type of environmental enrichment will be used?
11. How will waste (bedding, feed, carcasses, etc.) be disposed?
12. How often is the room is cleaned (exclusive of the animal caging).What will be done as part of the room sanitation process? What agents will be used?
13. Procedures to be followed for holiday, semester break and weekend care if different from above.
14. Procedure to follow in case of an emergency (call out list, supplemental heat or cooling, power). Note that the Facility Disaster Plan will be followed to provide continued appropriate housing and husbandry in the event of prolonged (> several days) loss of power, water or environmental control (heating/cooling) or in the case of a pandemic disease outbreak.
15. A list of contacts (names and phone numbers) for person/people responsible for animal care. Best to prioritize individuals responsible for animal care.

The Animal Care SOP must be approved by the Animal Care and Use Committee. Additional items may be required upon review by the FSU Animal Care and Use Committee to assure compliance with federal and state regulations. Unless other arrangements have been made with LAR management staff, the Principal Investigator is responsible for ensuring these tasks are completed and documented as described.

Once approved, the SOP must be posted in the animal housing area. A daily room check sheet (provided by LAR), capable of keeping track of all work done and animal observations must also be kept in the animal housing area and be signed on a daily basis. The room check sheets must be turned into LAR following the end of the month.

Return this information and all necessary animal care procedure protocols to the ACUC Secretary, Laboratory Animal Resources, 101 BRF, Mail Code 4341.

Originally approved August 30, 2005
--

Revised: July 2009, March 2017

**Animal Care Standard Operating Procedure
Investigator Maintained Animals**

Investigator:			
Building:		Room Number:	
Protocol Number(s):			

1. Individuals responsible for observation:
2. Frequency of animal observation.
3. Do any animals require special monitoring?
Yes: _____ No: _____
If yes, has a monitoring form been submitted?
Yes: _____ No: _____
4. Environmental parameters (Time lights go on & off; room temperature; special conditions).
5. Feeding Schedule. Type of Food. Food Storage.
6. Watering Schedule and Method of Provision. Type of water.
7. Caging/Housing (Cage type, type of bedding).
8. Cage Changing Frequency.
9. Cage and Cage Accessories Cleaning Schedule and Method. Describe method and schedule for monitoring sanitation effectiveness. How will sanitation records be maintained and made available to the ACUC for review?
10. Environmental enrichment:
11. Disposal of waste:
12. Room Cleaning:
13. Holiday and weekend care schedule:
14. Emergency procedures (include emergency disaster plan).
 1. Power Failure:
 2. System Malfunction Other Than Power Failure:
 3. Mechanisms and Time Frame for Reporting Incidents to LAR, ACUC and Investigator:
14. Please provide a copy of the daily room check sheet if different from that provided by LAR.

Note: FSU's Animal Research Facility Disaster Plan will be followed in the event of prolonged (> several days) loss of power, water or environmental control (heating/cooling) or in the case of a pandemic disease outbreak.

Contacts:

Name	Office Phone	Cell Phone (required)	Email

Submission of this form indicates that the principal investigator acknowledges the below responsibilities:

- The principal investigator (person in charge of a research/teaching project) has direct and ultimate responsibility for all matters related to the welfare of animals under his or her control, which includes laboratory provided husbandry and monitoring.*
- The principal investigator (person in charge of a research/teaching project) must ensure that personnel / staff supervision is compatible with the level of competence of each person and the responsibilities they are given in relation to laboratory provided husbandry and monitoring. Personnel training and competencies related to the above duties should be documented, with documentation maintained in the lab and made available to the Animal Care and Use Committee upon request.*
- All animal husbandry must be documented daily on LAR provided or approved daily room check sheets. All special monitoring must be documented in accordance with the protocol; special monitoring forms must be kept in the room for review by the Animal Care and Use Committee and the LAR veterinary staff.*