

STANDARD OPERATING PROCEDURE
LABORATORY ANIMAL MEDICAL SERVICES
UNIVERSITY OF CINCINNATI

SOP#002

Revision: A

Effective Date: 2/01/2009

TITLE: PROCEDURES FOR DELEGATION OF HUSBANDRY PRACTICES TO RESEARCH STAFF

SCOPE: This procedure applies to Laboratory Animal Medical Services (LAMS) delegation of husbandry practices to research staff members.

REFERENCE DOCUMENTS:

Animal Welfare Act (9 CFR Parts 1 & 2)

Guide for the Care and Use of Laboratory Animals

IACUC Policy #012- "Housing Animals in Laboratories"

IACUC Policy #027- "Requirements for Limited Access to Animal Housing Areas During Studies"

FMSOP 002.1- Research Staff Husbandry Log

FMSOP 700.1- Animal Health Notification/Record

FMSOP 1002.1a- LAMS Service/Equipment Request

FMSOP 1002.1b- LAMS Approved Service/Equipment Request

Applicable LAMS Husbandry SOPs and Daily Logs

I. PURPOSE

1. To outline routine procedures for the delegation of husbandry practices to researcher staff members at the University of Cincinnati- LAMS.

II. RESPONSIBILITY

1. Laboratory Animal Technicians (LATs) are responsible for monitoring the husbandry practices as described in this SOP and reporting deficiencies to LAMS management.
2. LAMS management is to ensure LATs are trained according to the provisions of this SOP and that this SOP is reviewed on a regular basis.
3. LAMS veterinary staff is responsible for overseeing the animal health program.
4. Research staff members are responsible for following the procedures as described in this SOP.

III. PROCEDURES

Note: This SOP excludes IACUC approved satellite housing areas (i.e. housing areas outside of LAMS vivaria). Reference IACUC policy #012.

A. REQUESTING APPROVAL FOR DELEGATED HUSBANDRY PRACTICES

Submit FMSOP1002.1a. Ensure following information provided:

- Requested husbandry practices (e.g. research staff members provide feed).
 - If feeding non-standard diet, provide name/type of feed.
 - If providing medicated water, provide name of medication.
 - If using non-standard caging, specify type (e.g. metabolic cage, wire bottom cage, etc.).
 - If fasting/restricting food/water, note duration.
 - If restricting LAMS access, note beginning/ending of entry restriction.
- Primary and secondary contact information, including emergency contact information.

Note: Verify IACUC approval *prior* to submitting completed FMSOP1002.1a if non-standard husbandry practices are being requested (e.g. special diets, fasting, food/water deprivation, etc.).

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B. PROCESSING OF REQUEST

LAMS management staff will review completed FMSOP 1002.1a:

- Verify completion of form; incomplete forms will be returned for correction.
- Determine resources/equipment availability and possible charges.
- Verify IACUC approval (if applicable).
- Complete approval section of FMSOP 1002.1a and submit to LAMS Census Coordinator.

C. APPROVING REQUEST

Upon approval, LAMS management will review final request and requirements with research staff member(s):

- Complete FMSOP 1002.1b.
- Review FMSOP1002.1b with research staff member(s) to verify accuracy. Modify as necessary.
- Review/distribute applicable SOP(s), printed tape, log sheet(s), etc.
- Upon completion of review with PI, LAMS management will date/initial FMSOP1002.1b.

**D. FULL DELEGATION OF DAILY HUSBANDRY/OBSERVATION-
LAMS STAFF ENTRY RESTRICTED**

If LAMS access to housing area/animals is restricted to research staff only (i.e. LAMS staff "DO NOT ENTER"), research staff members must comply with IACUC Policy #027 in addition to following requirements:

- Affix LAMS "DO NOT ENTER" sign outside of entrance door.
- Affix LAMS daily log to outside of entrance door.
- Complete daily animal health observation and husbandry practices as required by applicable LAMS husbandry SOP.
- Complete applicable LAMS daily log.
 - Entries must reflect beginning/ending of entry restriction (e.g. 1/1/08 8:00 am – 1/2/08 5:00 pm).
 - LAMS staff may enter after end of restriction period (e.g. 1/2/08 after 5:00 pm).
 - Entries must be in blue/black ink and legible.

Notes:

- Prior arrangements must be made to permit LAMS access for weekly observation(s).
- Research staff members are required to complete all applicable daily procedures, including but not limited to reporting sick/injured animals to LAMS veterinary staff and room/equipment deficiencies to LAMS management as soon as possible.

**E. PARTIAL DELEGATION OF HUSBANDRY PRACTICES-
LAMS STAFF ENTRY ALLOWED**

LAMS may approve delegation of specific husbandry practices (e.g. daily feeding) to research staff members.

Note: LAMS management may require increased observation frequency (e.g. small amounts of perishable food). Reference FMSOP1002.1b.

FOOD/WATER MAINTENANCE

Note: Certain diets may turn rancid or sour more rapidly. If this applies, include shelf-life and storage requirements in FMSOP1002.1a.

- Restricted/Limited Feeding (e.g. measured amount of food provided or provided limited amount of time)-
 - Note restriction period on FMSOP 002.1.
 - Label applicable cages with LAMS "DO NOT FEED/WATER" printed tape.
 - Research staff responsible for observing food levels and documenting observing/feeding daily.

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- Fasting-
 - Note restriction period on FMSOP 002.1.
 - Label applicable cages with “DO NOT FEED/WATER” printed tape.
 - Research staff responsible for documenting restriction period (time food/water removed and time food/water will be returned).

Note: If food/water not returned by time indicated (or if no time was indicated) or if animals are found without food/water without documentation, FMSOP700.1 will be submitted to LAMS veterinary staff. LAMS veterinary staff may supply standard diet/water if unable to reach laboratory contact.

- Special ad libitum diets (i.e. no restriction)-
 - Label applicable cages with “PI WILL FEED” printed tape.
 - Research staff responsible for observing food levels and documenting observing/feeding at least once per week.
 - Adhere to manufacturer expiration date (typically 6 months from mill date).
 - Food storage:
 - Store in vermin-proof, sanitizable container.
 - Label container with PI name, type of feed and mill/expiration date.

- Water/Liquid Diet (e.g. Ensure)-
 - Label applicable cages with “PI WILL WATER” printed tape.
 - Research staff responsible for observing water levels and documenting observing/providing water.
 - Daily monitoring/documentation is required if limited amount of water provided (i.e. less than 48 hours supply).
 - Weekly monitoring/documentation is required if water is provided ad lib.
 - LAMS supplies red water bottles to reduce light penetration if necessary. Wrapping bottles in foil or other opaque material is discouraged. If red bottles will not be used, water storage methods must be described on FMSOP1002.1a.

NON-FOOD/WATER HUSBANDRY TASKS

Research staff is required to document any additional husbandry tasks (e.g. cleaning cages) in FMSOP 002.1.

- Restricted cage changing- Research staff responsible for changing cages according to applicable SOP and documenting task in FMSOP 002.1.
- Non-standard caging- Caging equipment must be sanitized according to applicable LAMS husbandry SOP unless otherwise described and approved.
- Sanitization- Research staff responsible for sanitizing room/equipment according to applicable SOP and documenting task in FMSOP 002.1.