

Title: Animal Health Evaluation, Reporting, and Treatment	Doc No.: 2.002F	Page: 1 of 9
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Applicability

This SOP applies to facility personnel with responsibility for animal health monitoring procedures.

Responsibility

To provide guidance for the evaluation, assessment, reporting, and treatment of sick animals. Animal caretakers, technicians, facility management and the veterinary staff are responsible for assessing and monitoring animal health in the animal facilities.

Procedures/Operations

Note: Required equipment, materials and documents include computer access to FACILITY database program, Health Check cards (pink), Monitor Cards (white) and black or blue ink pen.

LASP relies upon personnel to carefully monitor the animals within their care. Daily observations play a vital part in the effort to maintain disease-free, genetically standardized laboratory rodents for research. Adhering to these procedures is necessary to assure animal well-being, accurate interpretation of scientific data, and adherence to federal and institutional policies.

Animal care staff must check all animals daily for signs of disease and physical and behavioral abnormalities. Health issues can be due to infectious agents, genetic abnormalities, environmental problems, or experimental procedures. A standard form of communicating health status of colonies MUST be established and practiced.

If there are unexpected complications that arise during the course of the study and animals are in critical/severe health or experience unexpected mortality, notify the Principal Investigator (PI) or designee immediately. The supervisor, manager and/or Laboratory Animal Medicine (LAM) should be contacted as necessary. Follow the Animal Health Action Table below for further reporting procedures.

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If an animal undergoes a procedure and/or requires analgesia administration, this information must be recorded on the cage card. See Attachment - Record of Procedure Requiring Anesthetic and/or Analgesia Administration. Reference Guideline ACUC 45.00 for [Minimum Requirements for Cage Cards](#).

1. General health checks must be performed at least twice daily by the responsible caretaker. The technician associated with any animals on an ongoing health check is responsible for continuing to monitor animals at appropriate intervals as outlined below in the “Animal Health Action Table.”
 - a. The exception is weekends and holidays, where only a once daily general health check is required. In case of shutdown, or emergency situation, or special circumstances contact LAM for further instructions.
 - b. Receiving and Quarantine (R&Q) and the Immunocompromised Suite (ICS) only have a once daily general health check due to special operations.
 - c. Study related animal monitoring is the responsibility of the technician or laboratory designee associated with the animals. (ex. surgery, tumor burden, deleterious phenotype, weight loss, etc.)
2. Observe animals for overall health and well-being. Look for the following:
 - a. Is the animal active?
 - b. Is the posture normal – upright and walking?
 - c. Are eyes fully open and bright?
 - d. Is the coat smooth and glossy?
3. Observe the condition of the cage:
 - a. Is the cage wet due to excessive urine output?
 - b. Excessive wetness due to leaky sipper tube/bottle or lixit.
 - c. Absence of fecal matter and urine – can indicate animal is not eating or drinking.
 - d. Loose stool – feces smeared on wall of cage.

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4. For required veterinary treatments refer to the Veterinary Treatment Chart attachment.

5. Animal Health Action Table

- a. All animal health issues that require veterinary treatment require a pink Health Check card with a brief description of the issue (e.g. – ulcerative dermatitis, malocclusion), initials of the staff member that identified the problem, and the date on which it was found. For animals that will not be euthanized, the technician or responsible party must also initial and date the Health Check card to indicate that the health problem has been assessed. Additional space is available on the front of the Health Check card for continued evaluations.
- b. The back of the health check card must be completed in full with the name of the treatment, frequency of the treatment, and date and initials indicating when the treatment was given. See Figure 1 below for an example of the Health Check card.
- c. If treatment is not necessary, but the animal requires closer monitoring (e.g.- spontaneous tumors, specific phenotype expected) a Monitor card may be placed to alert staff that the animal needs more careful monitoring. Monitor cards can also be utilized as a form of communication between the Animal Caretaker and the Technician/investigator staff (e.g. – animal plays with lixit, dam started birth at X time, monitor for pups). See Figure 2 below for example of a Monitor card.

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CONDITION of ANIMAL	WHAT TO DO & WHEN TO DO IT
<p style="text-align: center;">CRITICAL</p> <ul style="list-style-type: none"> • Moribund (dying) • Severely injured or distressed • Dystocia* • Penile prolapse (unable to urinate) 	<p><u>Animal Caretaker:</u> <i>Immediately</i></p> <ul style="list-style-type: none"> • Call Technician. If Technician can't be reached, call LAM and Supervisor or Manager <p><u>Technician, Supervisor or Manager:</u> <i>Immediately</i></p> <ul style="list-style-type: none"> • Check the Animal Study Proposal and the Animal Disposition Authorization form. • Call PI or contact person for verbal permission to euthanize. • <i>If you cannot reach PI immediately, call LAM</i> for authorization to euthanize. <ul style="list-style-type: none"> ○ Euthanize as soon as you get permission. • No Animal Health Report required as animal will be immediately euthanized • *Dystocia – In case of valuable animal, in addition to contacting PI or contact person for verbal permission to euthanize contact LAM immediately to determine if a C-section is feasible (this is a terminal procedure for the dam). LAM will assess the animal and determine the best course of treatment. However, if the dam is moribund then euthanize the animal immediately.

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CONDITION of ANIMAL	WHAT TO DO & WHEN TO DO IT
<p style="text-align: center;">SEVERE</p> <ul style="list-style-type: none"> • Severe rectal prolapse (>3mm and/or with blood/necrotic tissue) • Severe skin conditions • Severe bite wounds • Mobility problems (severe) • Uterine prolapse • Abnormal breathing (severe) • Urine scalding • Eye ulcer 	<p><u>Animal Caretaker:</u> <i>Immediately</i></p> <ul style="list-style-type: none"> • Provide wet feed and/or water in a petri dish to animals NOT on a medicated feed/water regiment. Call Technician. If Technician can't be reached, call Supervisor or Manager. If Supervisor or Manager can't be reached, call LAM. • Mark cage with a completed "Health Check" card. <p><u>Technician, Supervisor or Manager:</u> <i>Immediately</i></p> <ul style="list-style-type: none"> • Check the Animal Study Proposal and the Animal Disposition Authorization form. • Call PI or contact person in the PI's lab for verbal permission to euthanize. • If treatment is necessary or lab cannot be reached within 4 HOURS call LAM to discuss case. • Initial and date the Health Check card to indicate that the animal(s) has been assessed. • Complete Animal Health Report in FACILITY if treatment is necessary by the close of business that day. • Follow up using the original Animal Health Report in FACILITY at least daily.

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<p>CONDITION of ANIMAL</p>	<p>WHAT TO DO & WHEN TO DO IT</p>
<p>MILD TO MODERATE</p> <ul style="list-style-type: none"> • Penile prolapse (able to urinate) • Diarrhea • Abnormal movement • Necrotic tumors • Ulcerated/infected tumors • Weight loss • Muzzle abscess or swelling • Ulcerative dermatitis (mild-moderate) • Fight wounds (mild-moderate) • Mild-moderate hunching • Eye lesions • Malocclusion 	<p><u>Animal Caretaker:</u></p> <ul style="list-style-type: none"> • Provide wet feed and/or water in a petri dish to animals NOT on a medicated feed/water regiment. Complete “Health Check” card. • Call Technician. If Technician can’t be reached, call Supervisor or Manager. If Supervisor or Manager can’t be reached, call LAM. <p><u>Technician, Supervisor, or Manager:</u></p> <ul style="list-style-type: none"> • Check the Animal Study Proposal and the Animal Disposition Authorization form. • Call contact person or PI for verbal permission to euthanize or treat. • If you cannot reach the PI/contact person within 24 hours or you do not get permission to euthanize or treat, call LAM. • Euthanize or begin treatment as soon as you get permission. • Refer to the <i>Veterinary Treatment</i> chart appendix for recommendations. • Initial and date the Health Check card to indicate that the animal(s) has been assessed. • Complete an Animal Health Report (AHR) within 24 hours for animals that require treatment or ongoing monitoring. • Complete follow-ups using the original Animal Health Report in FACILITY at least every 5-7 days or as often as necessary.

STANDARD OPERATING PROCEDURE

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CONDITION of ANIMAL	WHAT TO DO & WHEN TO DO IT
<p>MULTIPLE DEAD/SICK or DYING</p> <p>Dead/sick and/or dying animal in the same cage or study</p> <ul style="list-style-type: none"> • Research-related • Husbandry-related • Cause unknown 	<p><u>Animal Caretaker: Immediately</u></p> <ul style="list-style-type: none"> • Call Technician. If Technician can't be reached, call Supervisor or Manager. If Supervisor or Manager can't be reached, call LAM. <p><u>Technician, Supervisor, or Manager: Immediately</u></p> <ul style="list-style-type: none"> • Call the PI or contact person in the PI's lab. If a contact person cannot be reached, call LAM. <p>For MULTIPLE DEAD/SICK or DYING animals (Ten or more animals are sick/injured/dead in any given room, two or more mice within a given cage are sick/injured/dead, five or more mice on a given rack are sick/injured/dead) ALWAYS contact LAM.</p>

If there is no LASP Technician associated with the cage, CONTACT LAM DIRECTLY for all health concerns.

On holidays/weekends/shutdowns consult on call LAM staff in scenarios on the animal health action table where it may be difficult to contact PI/Supervisor.

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6. If using FACILITY database generate an Animal Wellness Report Form following instructions provided by the Health Manager Instructions.

7. If not using FACILITY database contact LAM for health conditions that require treatment and/or unresolving.

Points of Contact

Facility Managers and LAM.

Revision History

<u>Version</u>	<u>Reason</u>	<u>Revision Date</u>
1.0	1.0 - Included action table	04/2004
2.0	1.0 – Updated current practices 2.0 - Applied new format	05/2005
3.0	1.0 - Complete re-write of entire document	07/2006
4.0	1.0 - Removed action table 2.0 - Converted document to new format	07/2011
5.0	1.0 - Added statement addressing recording analgesia information on cage cards (item # 5.6)	09/20/2011
5.1	1.0 - Made the document 508 compliant	6/19/2013
6.0	Updated current practices and new format.	11/2015
7.0	Updated current practices.	2/2016
8.0	Updated standards for reporting to LAM.	12/2016
9.0	Included monitor cards used for concerns where veterinary treatment is not necessary but requires closer monitoring. Revised Veterinary Treatment Chart, Formulary and Record of procedure requiring anesthesia and/or analgesia administration.	3/2020