

Oak Ridge National Laboratory Life Sciences Division Animal Resources Group Reference Manual	A-98-LSD-001
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## E. Communication Procedures - Building 9210

### Purpose:

To facilitate communication among Investigators, Investigative Staff, and Animal Resource Group staff, a system of written communication at the animal room and cage level has been instituted. This SOP describes this system.

### Responsibility:

**ALL personnel including Investigators and Investigative Staff, and Animal Resources Staff.**

### Procedure/Discussion:

Monthly/Daily QA Sheet- Sheets for recording daily room checks, temperatures, weekly sanitization and husbandry, monthly sanitization, and quarterly activities are posted on each animal room door. Accurate investigator information is the responsibility of the room manager, daily room checks and recording of temperatures are the responsibility of the room manager. All other information is the responsibility of the appropriate Laboratory Animal Resources Group staff. These sheets are replaced monthly and reviewed by the QA Coordinator, who subsequently reports compliance/non-compliance to the Group Leaders of Mammalian Genetics and Animal Resources.

Room Activity Sheet- A sheet is posted on each animal room door. The sheets intended purpose is to describe activities that are occurring in the room in a way that an individual walking by the room can readily see if there may be something that needs attention. The sheet is for the use of **all** individuals involved with animal use or husbandry in that room. *Investigative Staff should utilize these sheets to address, in a timely manner, matters requiring their attention (i.e., euthanization, orphaned litter, etc.).* The sheet has a space for the date, the activity, who made the notation, and when indicated, the name of the individual responding. Any information can be recorded on these sheets but specifically sick or dead animals, overcrowded cages, etc., should be noted. Sheets are left on the door and on a quarterly basis, the Veterinary Assistant will review, file, and replace the sheet.

Health Check Cards- A green Health Check Card is placed on a cage in which there are animals needing veterinary attention and monitoring. The card can be placed by anyone who notes a problem (Animal Care Technician, Investigator, Veterinarian, etc.). The health check should then be recorded on the room activity sheet. Animal care staff should place the room activity sheet in clear view so that the health check will be readily recognized by veterinary staff. The animal will be evaluated, initial clinical findings noted, and recommendations made. The card should remain on the cage until it is removed by the veterinary staff, as weekly rounds are made in which all existing health checks are re-evaluated. Animals with ongoing monitoring will have weekly observations recorded. If an animal is euthanized, the health check card may be removed by the Investigator and left on the door so that it can be maintained for record keeping purposes. *Investigators should comply with requests made by the veterinary staff on these cards. If for any reason there is a problem with doing so, please address the issue of concern on the card.*

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“Found Dead” Stickers- Bright pink stickers are placed on cage card colder (not on actual cage card) in which animals have been found dead by either the veterinary staff or Animal Care Technician. The tag has a date which will be filled in, and the dead animal should also be recorded on the room activity sheet. The Investigator may remove or leave these at their discretion; they are meant only to easily bring the cage to the attention of the Investigator.

Overcrowding Stickers- Light blue stickers are placed on cages which are overcrowded (e.g., two litters in a cage, pups greater than 30 days of age, pups in a surplus cage, five or more adults in a cage). These also are placed by either the veterinary staff or Animal Care Technician, dated, and recorded on the room activity sheet. Animal care staff should place the room activity sheet in clear view so that the problem will be readily recognized by investigative staff. Investigative staff should address these as soon as possible. These may be removed if the overcrowding has been corrected.

Orphaned Litter Stickers- Bright yellow/green stickers are placed on cages with orphaned litters (i.e., breeding cages in which the adult female has died) . These also are placed by either the veterinary staff or Animal Care Technician, dated, and recorded on the room activity sheet. Animal care staff should place the room activity sheet in clear view so that the problem will be readily recognized by investigative staff. Investigative staff should address these as soon as possible. These may be removed if the overcrowding has been corrected.

Very Important Mouse (VIM) Cards- Bright yellow cage cards are designed to bring the cage changer’s attention to animals of significance (e.g., one-of-a-kind mutants or chimeras). These cards are placed by the research technician, and any special instructions are recorded on the card [i.e., number of animals in cage, coat color or phenotype of valuable animal(s)]. The research technician removes the card at his/her discretion.