

<p style="text-align: center;">Oak Ridge National Laboratory Life Sciences Division Animal Resources Group Reference Manual</p>	<p style="text-align: center;">A-98-LSD-001</p>
	<p style="text-align: center;">Updated: July 2002</p>
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## E. Documentation and Record Keeping

**Purpose:** Quality control is an integral part of an accredited animal care program with high standards of operation. For this reason documentation of tasks performed is essential and the following SOP describes the responsibilities of animal care staff in task documentation.

**Responsibility: Animal Care Technicians (and Room Managers for daily room checks)**

### Procedure:

- Most LAR husbandry tasks require documentation. Several forms exist for this purpose, including Animal Room Door Sheets, Animal Room Activity Sheets, daily and weekly Cage Wash Logs, daily and weekly Water Station Logs, and Utility Activity Sheets.
- Tasks should be documented as they are performed. When animal care staff “sign off” that a task has been performed this is a written guarantee that the work is done. Please be careful not to sign off on tasks that have not been performed as this is interpreted as fraudulent.
- “Tasks that are not documented as being done were not done.” This is a quality assurance premise that if there is no documented evidence that something was done then there is no way to establish that it was done. Please be aware that record keeping is an important part of the animal care technician’s job and don’t slight this aspect of husbandry responsibilities as this may be interpreted as failure to carry out the assigned work.
- Monthly QA reports quantify and document overall performance standards based on records generated by animal care technicians record keeping.