

STANDARD OPERATING PROCEDURES  
DIVISION OF COMPARATIVE MEDICINE  
UNIVERSITY OF SOUTH FLORIDA

SOP#: 006.26

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assessments, (B) if any environmental or health concerns require deliberation or assistance, and (C) before departing to report the completion of all tasks. Weekend schedules must be posted uniformly in the SRB, MDD, COM, and ALZ facilities and on share point. Just prior to each weekend or holiday, managers review with assigned staff the anticipated tasks to ensure redundant understanding of needs at each site.

6. Health and environmental surveillance of animals at satellite facilities and at IACUC-approved laboratories outside of animal facilities where animals are housed > 12 hours must be performed daily by the PI and/or research staff.

7. Daily oversight of animals at satellite facilities and laboratories out0.5 (r)-6 (i)2.7 (es)-2 ( ou)10 ( dai)2.6 (

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in the appropriate space on both the Room Status Sheet and the Facility Manager's Animal Health and Environmental Concern Form.

13. If a health concern is observed which has not been previously noted or anticipated, especially those not attributable to the research activity or for which treatment has not been initiated, staff are to:

- a. Flag the animal's primary enclosure with a red cage card and treatment label identifying the animal, the concern, and the date the concern was first noticed.
- b. Record the IACUC protocol number, and animal or cage identification in the Health and Environmental Concerns column on the Room Status Sheet, and the entry initialed.

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- c. At a satellite facility or laboratory outside of an animal facility where animals are housed >12 hours, environmental concerns should be promptly communicated to local physical plant personnel by the research staff.

NOTE: If at any time there is a medical emergency (e.g., moribund, dystocia, bleeding, irretractable seizures, lethargy, dehydration, etc. ), the veterinarian or their designee and the laboratory contact is to be notified immediately.

20. The Facility Manager or designee must contact the research staff to assure resolution of a end point or health concern, and if not promptly resolved contact the veterinarian, or contact physical plant/maintenance personnel to assure resolution of an environmental concern. This communication must be noted on the Facility Manager's Animal Health and Environmental Concern Form under the acknowledgment column.
21. Research staff and/or veterinary staff are responsible for ensuring that entries are made in the animal's medical record (on a Progress Notes Form ) for each USDA-regulated species whenever clinical abnormalities are recognized. These entries will at least document:
  - a. The abnormal physical/physiological parameters observed.
  - b.

27. Animal care staff is responsible for ensuring that all treatments, post-treatment follow-ups, and required observations prescribed by the veterinary staff are carried out as recorded on the Progress Notes Form until the concern is resolved.
28. Veterinary staff must routinely review the Progress Notes Forms to ensure that the prescribed treatments and observations are being performed and recorded as ordered.
29. Facility Managers must routinely review the Room Log Books to ensure health and environmental concerns are properly recorded, reported, and all animal medical-keeping requirements are being fulfilled by research and animal care staff, and if record keeping is found to be inadequate, contacts the responsible individual for resolution. Inadequate animal medical record keeping that cannot be satisfactorily resolved is reportable to the IACUC and can result in the suspension of animal use privileges in accordance with IACUC Principles and Procedure X.
30. Typical HVAC system performance in Florida, when providing the Guide's recommended fresh-air changes per hour, may result in an occasional relative humidity reading that exceeds the Guide's recommended humidity range for a brief period (i.e., less than 10 consecutive days) in an individual room (e.g., housing, feed storage). Facility Managers should notify the ~~Responsible Individual~~ if the humidity reading exceeds the recommended range for more than 10 consecutive days. Facility Managers should also notify the Responsible Individual if the humidity reading exceeds the recommended range for more than 10 consecutive days.

35. Colored cage flags are used to indicate the following:
  - a. Red – Health concern (indicating date, treatment number, treatment or monitoring plan, lab notified and acknowledged)
  - b. Neon Orange – Approaching