

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 Assistant Director whenever relative humidity readings are outside the Guide's recommendations for a period of 10 consecutive days (e.g., housing room humidity >80%; feed room humidity >50%). Facility Managers should also notify the Assistant Director whenever housing room relative humidity readings are less than 15% humidity or greater than 85% humidity for more than 2 consecutive days. The Assistant Director will notify physical plant staff and ask that they evaluate HVAC system performance. If relative humidity readings remain out of range one week after notifying physical plant, the Assistant Director will ask the PI to consider whether these conditions, or the use of portable humidifiers/dehumidifiers or air conditioners, introduce variables that may affect the integrity of their research.
31. Circumstances may occasionally occur that require the temporary use of portable spot coolers or space heaters to maintain ambient temperature in vivarium housing rooms within acceptable ranges (e.g., failed chilled water or reheat water distribution to vivarium HVAC systems, or extreme weather patterns with sustained high or low environmental temperature extremes). When portable spot coolers or space heaters are used in vivariums, such equipment should be capable of being remotely monitored and adjusted whenever possible. Placement of such equipment should be sufficiently distant from all animal primary enclosures that temperature extremes inside the cages is not possible. Whenever such equipment is used, the frequency of ambient temperature monitoring and recording must be in accordance with this SOP and ensure environmental conditions remain within acceptable ranges.
32. The Health and Environmental Concern Forms, Animal Health Concerns Forms and Room Status Sheets are retained by the Facility Manager in accordance with SOP #010, (Handling, Storage, and Retrieval of Records and Data).
33. Progress Notes for USDA-regulated species are submitted for electronic archival with the animal's medical record at the time of final disposition. Progress Notes for all other species are retained by the Facility Manager when it has been determined by the veterinary staff that all concerns that have been recorded are resolved.
34. The Clinical Veterinary Notes are maintained by the veterinary staff and retained by the Facility Manager in accordance with SOP #010.

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