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Original Composer: Jamie L. Brown

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Revised By: Dana LeMoine, DVM

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Revised By: Jamie L. Brown

PURPOSE

To standardize requests for Investigator-provided husbandry services and the documentation of those services (i.e. feeding, watering, cage changing, health monitoring, etc.).

DEFINITIONS:

- Food or water restriction: food, water, or both will NOT be provided *ad libitum*. The laboratory staff will provide food and/or water daily or as described in their UCAR protocol.
- PI fed or PI watered: special food and/or water is being provided *ad libitum*. The laboratory staff will provide all food and/or water *ad libitum* at least once weekly.
- Do Not Disturb: the cage should not be disturbed unless there is an emergency that represents an immediate threat to the welfare of the animals (wet cage, no food, no water). The laboratory staff will perform weekly health checks, change cages and provide food and water.
- PI managed: the investigator takes full responsibility for the cage and will respond promptly to urgent reports, perform weekly healthy checks, change cages, and provide food and water.

MATERIALS:

Investigator Provision of Husbandry Request Form	Pen
Investigator Log for Documentation of Husbandry Services	

PROCEDURE

1. Investigator verifies that the husbandry service they wish to provide is described in the approved protocol in which the animals are enrolled.
2. Investigator completes an Investigator Provision of Husbandry Request Form:
 - a. Specifying what husbandry service they will be providing:
 - i. Water- if providing water the exact type of water must be listed
 - ii. Food- if providing food the exact type of food must be listed
 - iii. Cage change- if changing cages the frequency must be listed
*NOTE: Cage change frequency must be consistent with the species-specific SOP posted in the animal housing room log book unless specifically noted in an approved protocol.
 - b. Specifying what frequency they will complete the Investigator Log for Documentation of Husbandry:
 - i. Daily- animals are food/water restricted and any other instance as directed by the Department of Animal Resources and/or UCAR protocol
 - ii. Weekly (once every 7 days) - PI is feeding and/or watering, but neither food nor water is restricted, do not disturb (cage change), PI Managed (PI feeding, watering, and changing cage); any other instance as directed by the Department of Animal Resources and/or UCAR protocol. The health of all animals in the cage must be checked at least once per week for all cages labelled as do not disturb or PI Managed, since the Vivarium cannot disturb these cages for health checks.
*NOTE: ALL water bottles and sipper tubes must be completely replaced once every 7 days.
 - iii. Other (describe)- as directed by the Department of Animal Resources and/or UCAR protocol
 - c. Specifying a Primary and a Secondary individual responsible for the indicated investigator-provided husbandry, including laboratory AND personal cell/home phone numbers.
3. **Animals must always have access to food and water unless being without is described in an approved UCAR protocol.** Should PI-managed animals not have access to food and/or water and it is not in an approved UCAR protocol the Department of Animal Resources personnel will provide Vivarium water or commercial diet to such animals if the Investigator or their designee cannot be contacted.

4. Investigator submits completed Investigator Provision of Husbandry Request Form to the Animal Resource office.
5. Following receipt of the form a member of the Animal Resource staff may contact the Investigator to schedule a meeting to discuss the husbandry request details with a Vivarium Supervisor.
6. The Investigator must wait for notification of approval from the Animal Resource Office before beginning provision of the husbandry service/s requested.
7. Once approval is received the Investigator should obtain Investigator Log for Documentation of Husbandry Services sheets from the Animal Resource website or office. The Investigator will:
 - a. Place the log sheet in the animal housing room log book behind the "PI Husbandry" tab adjacent to their special request (the request itself will be placed in the log book in alphabetical order by Vivarium staff).
 - b. Fill out the heading on both sides of the Investigator Log for Documentation of Husbandry Services sheet.
 - c. Use 1 Investigator Log for Documentation of Husbandry Services sheet for each approved Investigator Provision of Husbandry Request Form (multiple requests cannot be logged on the same sheet).
 - d. Place a new Investigator Log for Documentation of Husbandry Services sheet in the animal housing room log book each month.
8. Investigator must label all cages that they are providing husbandry to with either a green Post-it® flag (stocked in animal housing room) or a Special Action Required Laminated Card (obtained from Animal Resource Office).

*NOTE- If using a green Post-it® flag a short description of the request must be written on EACH flag (i.e. PI Fed, PI Water, etc.)
9. The Investigator documents all services performed at the frequency indicated in the request on the Investigator Log for Documentation of Husbandry Services. The Investigator is responsible for replenishing the supply of logs when needed.
10. Upon completion of the experiment the Investigator will:
 - a. Convert the cage/s to standard food, water, bedding, and enrichment, and place the animals in a clean cage if the cage is due to be changed.
 - b. Remove the green Post-it® flag/s or Special Action Required Laminated Card/s.
 - c. Indicate on the Investigator Log for Documentation of Husbandry Services that the experiment has ended by writing "experiment ended" on the corresponding date line and initialing the log.
11. The Vivarium animal care technician will:
 - a. Perform a cursory check of all cages without disturbing the cage to check food and water levels, wet bedding, and health concerns.
 - b. Verify that the action listed in the special request is being performed by the PI.
 - c. Report any problems that the animal care technician cannot address due to the nature of the request (i.e. special water low/empty, special food low/empty, cage not cleaned, etc.) on a report form. Include the name and contact information listed on the special request. Submit the form immediately to the Animal Resource Office. If it is after business hours call the emergency vet pager.
 - d. Verify that the Investigator Log for Documentation of Husbandry Services is being completed at the approved frequency and matches the number of labeled cages. Report logs that are not in compliance.
 - e. Remove completed Investigator Log for Documentation of Husbandry Services sheets from the log book and submit them to the Animal Resource Office for filing. Current month and previous month should be left in the log book.