

**CMC-HMC Animal Care Standard Operating Procedure
Investigator Maintained Animals**

Investigator:			
Building:		Room Number:	
Protocol Number(s):			

1. Individuals responsible for observation:

2. Frequency of animal observation.

3. Do any animals require special monitoring by animal care technicians?
Yes: _____ No: _____

If yes, has a monitoring request been submitted to the vivarium manager?
Yes: _____ No: _____

4. Environmental parameters (Time lights go on & off; room temperature; any special conditions).

5. Feeding Schedule. Type of Food. Food Storage.

6. Watering Schedule and Method of Provision. Type of water.

7. Caging/Housing (Cage type, type of bedding).

8. Cage Changing Frequency.

9. Cage and Cage Accessories Cleaning Schedule and Method. Describe method and schedule for monitoring sanitation effectiveness. How will sanitation records be maintained and made available to the IACUC for review?

10. Environmental enrichment:

11. Disposal of waste:

12. Room Cleaning:

13. Holiday and weekend care schedule:

14. Emergency procedures (include emergency disaster plan).

1. Power Failure:
2. System Malfunction Other Than Power Failure:
3. Mechanisms and Time Frame for Reporting Incidents to IACUC and Investigator:

15. Provide a copy of the daily room check sheet if different from that provided by the facility.

Contacts:

Name	Office Phone	Cell Phone (required)	Email

Submission of this form indicates that the principal investigator acknowledges the below responsibilities:

- *The principal investigator (person in charge of a research/teaching project) has direct and ultimate responsibility for all matters related to the welfare of animals under his or her control, which includes laboratory provided husbandry and monitoring.*
- *The principal investigator (person in charge of a research/teaching project) must ensure that personnel / staff supervision is compatible with the level of competence of each person and the responsibilities they are given in relation to laboratory provided husbandry and monitoring. Personnel training and competencies related to the above duties should be documented, with documentation maintained in the lab and made available to the IACUC upon request.*
- *All animal husbandry must be documented daily on approved daily room check sheets. All special monitoring must be documented in accordance with the protocol; any special monitoring forms must be kept in the room for review by the IACUC and veterinarian.*