

Name:	Rodent Room Log	Created:	8/11/17
Number:	FSU-SOP-150.01	Revised:	--
Category:	General Procedures	Author(s):	T. Schoenfeld

1.0 Purpose

The purpose of this SOP is to establish a uniform format for recording the daily observations and care of animals housed in a rodent holding room.

2.0 Policy

- 2.1 As stipulated in SOP 110 (Recordkeeping, section 4.2.2), each holding room that houses rodents (either 101F or 101G) will have affixed to the outside of the entry door a monthly rodent room log sheet that provides space to record daily observations of the animals housed within and to verify that routine husbandry and maintenance procedures have been performed.
- 2.2 PI's with active IACUC protocols covering rodent housing in these rooms, as indicated on the corresponding animal room card(s) for a holding room, are responsible for designating faculty or student caretakers to make the daily visits and perform the routine procedures, such as cage changing, called for in the schedule on the log sheet.
 - 2.2.1 Posting a separate schedule of caretaking assignments, with names and contact information of each caretaker, is strongly recommended (a sample scheduling sheet is attached).
 - 2.2.2 Daily visits should be made for each day that animals are housed in the room, including weekends and holidays.
 - 2.2.3 However, routine procedures such as sweeping, mopping, or changing cages and microisolator tops should be scheduled for non-holiday weekdays, when it is most likely that student caretakers can participate.
- 2.3 The designated caretaker is expected to complete the log row for the assigned day, providing either checkoffs or requested data, and then to add their initials at the end of the row to affirm their completion of the log.
- 2.4 Completed log sheets should be archived in a separate binder.

3.0 Materials

- 3.1 Standard rodent room log sheets, printed on white paper (see template, section 6.2)
- 3.2 A working pen, tethered by string to the door jamb
- 3.3 Color-coded cage cards to mark special circumstances
 - 3.3.1 Red cards to mark cages with dead or distressed animals
 - 3.3.2 Yellow cards to mark cages with newborn pups

4.0 Procedure

- 4.1 The following general information must be entered at the top of each posted standard log sheet (using only a permanent ink pen, not pencil) at the time when animals are first housed in the room:
 - 4.1.1 Room # (SCI 101F or 101G)
 - 4.1.2 Month and year (one log sheet per month)
 - 4.1.3 Species and strains of all animals housed in the room
 - 4.1.4 Light:dark cycle (as set in hallway light timer)
 - 4.1.5 Ambient temperature (TA; as requested of Capital Planning)
- 4.2 The following specific information should be entered by the designated caretaker in the row for the assigned day of the month (1-31, as relevant):
 - 4.2.1 Time of visit (in military, 24-hr time format, e.g., 1717 = 5:17 pm)
 - 4.2.2 Census
 - 4.2.2.1 # of adult animals (count only dam in cage with pups)
 - 4.2.2.2 Breakdown by species/strain entered in Comments
 - 4.2.3 Checkoff for health:
 - 4.2.3.1 Enter \checkmark if all animals appear healthy
 - 4.2.3.1.1 However, make note in Comments of any cage with newborn pups appearing that day.
 - 4.2.3.1.2 Insert a yellow cage card in the card holder of the cage(s) in question.
 - 4.2.3.1.3 Contact the PI to report.
 - 4.2.3.2 Enter X if any animals show signs of ill health or distress, or if dead
 - 4.2.3.2.1 Make note of the cage(s) in Comments, along with brief description of the situation
 - 4.2.3.2.2 Insert a red blank cage card in the card holder of the cage(s) in question
 - 4.2.3.2.3 Contact the PI to report (see SOP 300)
 - 4.2.4 Checkoff for water and food:
 - 4.2.4.1 Enter \checkmark to indicate that all animals have enough water and food for several days (= water bottles or food hoppers greater than half full).
 - 4.2.4.2 Make a separate note in Comments for cages that were topped off with additional food or had a water bottle replaced (pre-filled water bottles are kept in closet 101E).
 - 4.2.5 Current ambient temperature, plus high and low temperatures
 - 4.2.6 Current humidity, plus high and low humidity readings
 - 4.2.7 Checkoffs for routine maintenance and husbandry, as scheduled:
 - 4.2.7.1 Sweep and mop floor at least weekly, more often as needed
 - 4.2.7.2 Change ventilated cages (bedding & bottles) every 2 weeks
 - 4.2.7.3 Change microisolator tops monthly

4.2.7.4 Make note in Comments acknowledging that cages housing dams with litters have not been disturbed with changes of cages or tops

4.2.8 Comments as needed to elaborate on observations or procedures

5.0 References

5.1 Animal Care and Husbandry Documentation – Policy and Guide (Oregon State University)

http://research.oregonstate.edu/sites/research.oregonstate.edu/files/iacuc/files/documentation_of_animal_husbandry.pdf

6.0 Attachments

6.1 Template for standard rodent room log sheet (A.01)

6.2 Template for sample rodent room caretaker schedule (B.01)

SOP REVISION HISTORY

VERSION #	APPROVED	DETAILS
150.01	12/20/17	Authored by T. Schoenfeld

FSU Rodent Room Log Sheet

Room: _____ Month and Year: _____

(based on http://research.oregonstate.edu/sites/research.oregonstate.edu/files/lacuc/documentation_of_animal_husbandry_policyguidelogs_2014.pdf)

Species/strains:		FREQUENCY: DAILY											L:D cycle (hr)				Lights on (2400):		TA: °C	
Date	Time	Census	Health	Water	Food	Curr Temp	High Temp	Low Temp	Curr Humid	High Humid	Low Humid	Floor Sweep	Floor Mop	Change Cages	Change Tops	Comments	Initials			
	(2400)	(# adults)	✓ or X	✓	✓	(° C)	(° C)	(° C)	(%)	(%)	(%)	✓	✓	✓	✓		**			
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*Sweep and mop floors at least weekly; change ventilated cages (bedding/bottles) every 2 wks; change microisolator tops monthly. See SOP for other scheduled activities.

**Names of caretakers:

FSU-SOP-150.01-attachment-A.01

Rodent room log

FSU Rodent Room Caretaker Schedule

Room _____

Month and Year: _____

Date	Caretaker name	Caretaker phone
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