

Name:	Frog Room Log	Created:	8/14/17
Number:	FSU-SOP-151.01	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 frog holding room.

2.0 Policy

- 2.1 As stipulated in SOP 110 (Recordkeeping, section 4.2.2), each holding room that houses frogs (either 101G or 101H) will have affixed to the outside of the entry door a monthly frog 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 frog housing in these rooms, as indicated on the corresponding animal room card for a holding room, are responsible for designating faculty, staff, or student caretakers to make the daily visits and perform the routine procedures, such as changing tank water, 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 tank water and feeding 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 frog 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 (see SOP 300)

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 101G or 101H)
 - 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
 - 4.2.2.2 Breakdown by species/strain entered in Comments
 - 4.2.3 Checkoff for health:
 - 4.2.3.1 Enter √ if all animals appear healthy
 - 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 tank(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 tank(s) in question
 - 4.2.3.2.3 Contact the PI to report
 - 4.2.4 Current ambient temperature, plus high and low temperatures
 - 4.2.5 Current humidity, plus high and low humidity readings
 - 4.2.6 Checkoffs for routine maintenance and husbandry, as scheduled:
 - 4.2.6.1 Sweep and mop floor at least weekly, more often as needed
 - 4.2.6.2 Change tank water 3X per week
 - 4.2.6.3 Feed (typically, crickets in separate dry tank) 3X per week
 - 4.2.7 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 frog room log sheet (A.01)
- 6.2 Template for sample frog room caretaker schedule (B.01)

SOP REVISION HISTORY

VERSION #	APPROVED	DETAILS
151.01	12/20/17	Authored by T. Schoenfeld

FSU Frog Room Log Sheet Room: _____ Month and Year: _____
 (based on http://research.oregonstate.edu/sites/research.oregonstate.edu/files/iacuc/documentation_of_animal_husbandry_policyguidelogs_2014.pdf)

Species/strains:		FREQUENCY: DAILY →										L:D cycle (hr)				AS NEEDED/SCHEDULED*		Lights on:		Comments	Initials **
Date	Time (2400)	Census (# adults)	Health	Curr Temp (* C)	High Temp (* C)	Low Temp (* C)	Curr Humid (%)	High Humid (%)	Low Humid (%)	Floor Sweep	Floor Mop	Change Water	Feed								
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2																					
3																					
4																					
5																					
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*Sweep and mop floor at least weekly; change tank water 3X/week; feed 3X/week. See SOP for other scheduled activities.
 **Names of caretakers:

FSU-SOP-151.01-attachment-A.01

Frog room log sheets

FSU Frog Room Caretaker Schedule

Room _____

Month and Year: _____

Date	Caretaker name	Caretaker phone
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