

Name:	Disposition Log	Created:	8/14/17
Number:	FSU-SOP-160.01	Revised:	--
Category:	General Procedures	Author(s):	T. Schoenfeld

1.0 Purpose

The purpose of this SOP is to establish a uniform format for maintaining a running record of when something has been done to or with animals housed in the vivarium.

2.0 Policy

- 2.1 As stipulated in SOP 110 (Recordkeeping, section 4.3.1), a general disposition log records a running listing of when specific events occur pertaining to the disposition of specific animals or groups of animals that are housed in the vivarium.
 - 2.1.1 Examples noted in SOP 110 include: when animals are brought into the facility for housing; when rodent litters are born; when animals receive experimental treatments; when sick, injured or distressed animals are identified; and when animals die or are euthanized.
 - 2.1.2 The specific details of such events should be kept in more specific log books, e.g., for the details of specific experimental treatments such as surgery or euthanasia preliminary to postmortem histology.
- 2.2 The log provides a template for recording these events by date, by room, and by caretaker.
- 2.3 As with all recordkeeping in the vivarium, every PI operating under an IACUC-approved animal use protocol is responsible for ensuring that the disposition log is properly and faithfully kept by all involved in his/her project.
- 2.4 Completed log sheets should be archived electronically.

3.0 Materials

- 3.1 Standard disposition log sheets, printed on white paper (see template, section 6.1) and held in a 3-ring log book that is shelved in the cage washing room (SCI 101A)
- 3.2 A working pen, tethered by string to the disposition log book

4.0 Procedure

- 4.1 Each log sheet is identified at the top by the date range of the log represented by the 1st and last entries in the log.
- 4.2 The following specific information should be entered by the caretaker:
 - 4.2.1 Date
 - 4.2.2 Time (in military, 24-hr time format, e.g., 1717 = 5:17 pm)
 - 4.2.3 Room # where event took place
 - 4.2.4 Comments as needed to identify what happened, in as many rows as necessary to provide a complete, self-explanatory record
 - 4.2.5 Caretaker initials (with full name printed at the bottom of the page)

- 4.3 A non-exhaustive list of events to be logged includes:
 - 4.3.1 Acquisition of animals from vendors or field (include source)
 - 4.3.2 Transfer of animals from other facilities (include source)
 - 4.3.3 Births of new litters (and their disposition):
 - 4.3.3.1 Result of managed breeding?
 - 4.3.3.1.1 Note details in separate breeding log
 - 4.3.3.1.2 See SOP 310
 - 4.3.3.2 Unexpected?
 - 4.3.3.2.1 Record whether kept or euthanized
 - 4.3.4 Treatments such as surgery or euthanasia
 - 4.3.5 Discovery of sick and/or injured animals and how handled
 - 4.3.6 Discovery of dead animals

5.0 References

- 5.1 Recordkeeping (U Alaska Fairbanks IACUC)
<https://www.uaf.edu/iacuc/animal-facilities/recordkeeping/>
- 5.2 Guide for the Care and Use of Laboratory Animals, 8th ed.
<https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf>

6.0 Attachments

- 6.1 Template for disposition log sheets (A.01)

SOP REVISION HISTORY

VERSION #	APPROVED	DETAILS
160.01	12/20/17	Authored by T. Schoenfeld

