



## DOCUMENTATION OF HUSBANDRY PROCEDURES

### Overview/Purpose

In order to ensure compliance with PHS Policy, the Animal Welfare Act and Regulations, and the recommendations of *The Guide* and the *Ag Guide*, documentation of animal care procedures is required for animals maintained in intensive housing conditions.

### Definitions

1. **Intensive Housing** refers to animals confined to a pen, stall or cage which requires food and water to be provided in order to sustain the animals.
2. **Primary enclosures** refers to all items that come into direct contact with the animal during housing including but not limited to the cage, wire feeder/food bowl, enrichment devices, and water bottle/bowl
3. **Aquatic species** are organisms that live solely or chiefly in or on the water.
4. **Semi-Aquatic species** are organisms that are partly aquatic; growing or living in or close to water, or carrying out part of their life cycle in water.

### Requirements

In most cases, animal care staff record these activities for animals housed in core vivaria or facilities; when animals are cared for by investigator staff within core vivarium or facilities or maintained in investigator housing areas, **documentation becomes the responsibility of the individual completing the action.** For example, investigators providing feed or water to their animals (in the case of a special diet or food/water restriction study) or cage changes within a ULAR vivarium must document these activities themselves at the cage or room level as appropriate (i.e. purple card stock, room calendar). Satellite housing areas require a work schedule/log sheet. When not defined here, activities must be performed at frequencies defined in the IACUC approved protocol, SMPs or SOPs.

### Documentation for All Species

- **Daily** observation of all animals for general health (including weekends and holidays)
  - A process should be in place to document abnormal findings and/or death
  - Animals with clinical issues (sick animals) must receive medical treatment as per IACUC protocol, be removed from study, or be reported to veterinary personnel for consultation
- **Daily** check of water
- **Daily** check of food, if provided ad lib, or provision of food when not available at all times (species specific)
- **Monthly** verification of light schedule (excluding agricultural animals) for facilities not monitored continuously by Building Automation Systems
- Cleaning/Sanitization of primary enclosures (excluding agricultural animals)
- Secondary enclosure cleaning/sanitization (countertops, racks, floors, etc.) sanitization and general housekeeping (sweeping floor, trash removal, etc.) excludes agricultural animals

### **Additional Documentation for All Terrestrial Animals Used in Biomedical Research**

- **Daily** documentation of room temperature: min/max (outdoor areas excluded)
- Bedding changes when applicable
- **Monthly** recording of room level humidity

### **Additional Documentation for Aquatic and Semi Aquatic Species**

- **Daily** documentation of current water temperature for each tank or tank system
- **Daily** documentation of room air temperature (outdoor areas excluded)
- Water quality measurements
- Filter change/wash

### **Applicable Regulations**

1. Animal Welfare Act (AWA, Public Law 89-544, 7 U.S.C.)
2. Animal Welfare Act Regulations (AWAR, 9 CFR, Chapter 1, Subchapter A)
3. Health Research Extension Act of 1985 and Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals
4. National Research Council *Guide for the Care and Use of Laboratory Animals*, Eighth Edition. National Academy of Sciences, 2011
5. The Federation of Animal Science Societies *Guide for the Care and Use of Agricultural Animals in Research and Teaching*

### **History of Revisions**

**044-01** - new policy approved 01/18/13

**044-02** - removed from requirements: In addition, personnel providing special water must label the water bottle with the agent being used. Frequency of investigator providing food or water should be included in the IACUC protocol. Added - semi aquatic species to aquatic species section. Added details for recording air and/or water temperatures in respective sections; approved 06/19/15

**044-03** – revised to combine aquatics requirements with terrestrial requirements; added Definitions section; approved 11/17/17

**044-04** – revised to clarify requirements for animals maintained for agricultural research or teaching; approved 01/18/19