



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
- **Monthly** recording of room level humidity (excluding aquatic animals)
- Cleaning/Sanitization of primary enclosures
- Secondary enclosure cleaning/sanitization (countertops, racks, floors, etc.) sanitization and general housekeeping (sweeping floor, trash removal, etc.)

Additional Documentation for All Terrestrial Animals Used in Biomedical Research

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

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