

**1. PURPOSE**

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This Standard Operating Procedures (SOP) describes the procedure for reporting and treating sick or injured animals.

**2. RESPONSIBILITY**

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Veterinary care staff, animal care staff, principal investigator (PI) and their research staff.

**3. MATERIALS**

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- 3.1. Illness / Injury Report
- 3.2. Veterinary Care cage card
- 3.3. Case number labels
- 3.4. Green dot stickers
- 3.5. Vet care kit (treatments)

**4. PROCEDURES**

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- 4.1. Observation of animals:
  - 4.1.1. All animals will be observed daily (including weekends and holidays) by animal care or veterinary care staff for illness, injury and general condition.
- 4.2. Submitting an Illness/Injury Report:
  - 4.2.1. Animal attendants or PI staff that find a sick or injured animal must complete the top (shaded) part of an Illness/Injury Report.
  - 4.2.2. A blank Veterinary Care card is placed on the cage of the affected animal(s).
  - 4.2.3. The completed report is submitted to the veterinary care staff.
- 4.3. Opening a clinical case:
  - 4.3.1. Veterinary care staff will assign a unique case number. A label with the case number is placed on the Veterinary Care card and the number is recorded on the top right hand corner of the Illness/Injury report.
  - 4.3.2. Veterinary care staff will examine the animal and decide the best course of action for treatment in consultation with the PI.
- 4.4. Treatments:
  - 4.4.1. After examining the animal, the veterinary care staff will clearly write the appropriate medical condition(s) on the front of the Veterinary Care card. Any treatment prescribed is clearly written on the Illness/Injury report and, if necessary, on the back of the Veterinary Care card .
  - 4.4.2. Minor treatments on rodents can be performed by animal care staff:
    - 4.4.2.1. Only trained animal care staff will treat animals.
    - 4.4.2.2. A green dot sticker is placed on the Veterinary Care card to visually identify cages to be treated by animal care staff.
    - 4.4.2.3. Each day, as the treatments are performed, the person performing them records the date, time if applicable, and their initials.

- 4.5. Contacting the PI or designate:
  - 4.5.1. The contact information can be found on the cage card of the affected animal or in the master contact list. Alternatively, emergency contact information can be found in the Animal Use Protocol.
  - 4.5.2. The date and initials of the person who contacted the PI or designate are recorded on the Illness/Injury Report in the designated area.
  - 4.5.3. Any additional information thus obtained is written on the Illness/Injury Report.
- 4.6. Follow-up:
  - 4.6.1. A recheck date is determined to follow-up on the condition of the animals and written on the Illness/Injury Report. Most cases are re-evaluated on a weekly basis but more critical cases can be seen more often and those cases which do not require close monitoring can be rechecked every two to four weeks.
  - 4.6.2. Treatments can be modified, stopped or the case closed.
- 4.7. Morbidity Record:
  - 4.7.1. Clinical cases are recorded in the Morbidity Record.
- 4.8. Once a case is closed:
  - 4.8.1. The outcome of the condition is recorded when closing the case by writing a letter to designate the actual outcome: E= euthanized, R= resolved, FD= found dead, S= animal shipped, followed by the date.
  - 4.8.2. The Illness/Injury Report is then digitalized and filed in the appropriate location.