

Guideline Number:	IG020
Approved By:	IACUC
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IG020: GUIDELINE ON ANIMAL CARE PROVIDED WITHIN CAR FACILITIES BY INVESTIGATOR STAFF

For scientific reasons, a Principal Investigator (PI) may assume responsibility for some aspects of animal husbandry, referred to as 'PI-Care'. Requests for PI-Care should be included in animal protocols and require approval by the IACUC.

Animal care plans must be developed in writing by research staff in cooperation with Campus Animal Resources (CAR) staff to ensure that animals receive appropriate and timely care. These plans will be finalized in the "Campus Animal Resources Services Agreement for Investigator Animal Care."

Plans should allow for research-related activities such as:

- Restricted feeding or regulated watering;
- Provision of special diets (e.g., powdered diet, agar diet);
- Specialized environmental enrichment;
- Use of hazardous agents; and/or
- Cage cleaning variations.

Plans should include provisions for visits (scheduled or impromptu) by members of the CAR husbandry and veterinary staff. Exceptions to this requirement are to be addressed in the written CAR services agreement and should include provisions for adequate veterinary care.

Husbandry and food/water checks must be provided daily by research staff, including weekends. If needed research staff can arrange for CAR staff to assist. Documentation of husbandry procedures provided by the PI and/or research staff are posted at the room level and are to include, at a minimum:

- Check mark indicating the task performed;
- Exact date performed;
- Initials of individual performing task.

Plans must be approved by the Attending Veterinarian, or designee, prior to implementation. A copy will be retained by CAR within the Operations team. Per diem rates will not be affected by the provision of some or all husbandry duties by investigator staff.

Research staff are to respond within 2 hours to CAR staff requests for PI-care actions; particularly including nights, weekends, and holidays. CAR staff members will document when they have attempted to contact research staff. If there is no response from research staff, CAR husbandry staff will contact the veterinary staff and/or Operations Supervisor on-call for guidance about what husbandry procedures they should perform to maintain animal welfare.

Note: for rodents that may experience a flooded cage, CAR staff will immediately change these animals into a dry and warm environment due to prioritization of animal welfare; the research team will be alerted after change-out is completed.

Emergency contact information for research personnel, including contact information during non-business hours, are to be posted prominently in each room. **Failure to provide adequate husbandry for animals as described in the written agreement may result in revocation of such privileges and care for the animals will become the responsibility of CAR.**

CAMPUS ANIMAL RESOURCES SERVICES AGREEMENT FOR INVESTIGATOR ANIMAL CARE

This document summarizes the agreement between Campus Animal Resources (CAR) and the listed investigator regarding provision of husbandry care and veterinary services in the designated facility/housing room.

Investigator(s): _____

Protocol(s): _____

Facility and Room(s): _____

Protocol Expiration Date: _____

Check all of the following animal services to be performed by the investigator:

- ☐ Regulated feeding
- ☐ Regulated watering
- ☐ Provision of special diets (e.g., powdered diet, agar diet)
- ☐ Specialized environmental enrichment
- ☐ Use of hazardous agents; and/or
- ☐ Cage cleaning variations
- ☐ Other: _____

Outlined below are the agreed upon services that will be rendered by the CAR staff members in this area, and the responsibilities of research users for the specific rooms:

CAR husbandry staff access:

- If the area is under restricted access within a CAR facility, CAR staff will have access every day. If necessary, this can be designated between the hours of _____, in order to perform animal care observations and health checks. CAR staff may need to open cages to make their assessments. If a CAR staff member needs to review animal health issues during the restricted period, we may request the presence of a laboratory member.
- If the area is not under restricted access within a CAR facility, CAR staff will access the room on a routine daily schedule that complies with typical CAR practices and procedures for husbandry and veterinary care.

CAR veterinary staff access:

- Veterinary staff must have ready access to animals for any animal health concern. At a minimum, once weekly vet checks will be performed by a member of the CAR veterinary team.
- Veterinary visits can be arranged to the best of both parties' ability to abide by the laboratory restriction in place for room entry.

Investigator responsibilities:

- CAR will provide a specific **"Activity Sheet for PI Care"** for each laboratory that will be posted on the door and be replaced every month. It will serve as a check sheet for the animal care staff and the research lab to ensure that daily health checks and all husbandry tasks are completed by the responsible/assigned parties.
1. CAR will visually observe each cage every day, including weekends and holidays, and record that the observations for health, adequate food and water levels have been completed on the daily room log:

- I. Certain cages have PI-care special needs for food and water requirements (and CAR will conduct cage changes) as designated by an orange FLAG;
 - II. Certain cages are completely maintained by research staff (to include cage changes and food/water delivery) as designated by an orange FLAG.
2. When PI staff provide food or water ad libitum to rodents, research staff are not required to check animals daily. In this situation, PI staff must highlight dates in advance of when they will check the animals. Information is to be placed on the Activity Sheet for PI Care so that CAR staff are aware of the lab's oversight.
- Research staff are to respond to CAR staff requests for PI-care action within 2 hours, including nights, weekends, and holidays. If there is no response from research staff, CAR staff will contact supervisors and/or veterinary staff for guidance on providing animal care.
 - Emergency contact information for research personnel, including contact information during non-business hours are to be posted prominently in each room.

Changes to this plan may be proposed by either CAR or the research team through written notification to the other party, at which time a new agreement will be negotiated to replace the existing arrangement.

Please note: failure to provide adequate husbandry for animals as described in the written plan may result in revocation of such privileges and care for the animals will become the responsibility of CAR.

Service Plan Approved on:

Date

CAR Veterinary Staff signature:

CAR Operations Staff signature:

Principal Investigator signature:

Lab representative (optional):
