SURGICAL / ANESTHETIC RECORDKEEPING FOR ANIMALS USED IN RESEARCH AND/OR TEACHING

SCOPE: This document covers all species other than amphibians, birds, fish, reptiles, and rodents.

See IG046 Rodent Survival Surgery Guidelines for rodent specific information

For amphibians, birds, fish, and reptiles please contact a Campus Animal Resources (CAR) Veterinarian

At a minimum, surgical / anesthetic records must include the following*:

1. Name of procedure, species, animal identification, AUF number.
2. Initials of the individual performing the procedure, date and time performed.
3. Time, route, dose of all substances administered.
4. List of physiological parameters monitored along with the frequency of that monitoring.
   • Initial values of those parameters once a surgical plane of anesthesia has been reached.
   • Notation of any significant changes in those parameters during the course of surgery / anesthesia.
5. Recovery records (refer to IACUC Guideline IG004 “Medical Care Following Anesthesia and/or Surgery” for recommended parameters to monitor during recovery)

Each page of surgical records should be initialed. Surgical / anesthesia records or copies must be accessible in the investigator’s lab or surgical area at all times. If recorded in laboratory notebooks, those notebooks must remain in the laboratory.

Record retention: Retention of all surgical records is the responsibility of the Investigator. In general, regulatory agencies require records be kept for three years. However, some funding agencies require a longer period of record retention. Check with your funding source for their requirements.

* For very brief anesthesia for blood drawing, items 4 and 5 are not necessary.