Investigator General Facilities Training
Dated: 12-19-14

1. Computer Program
   1.1. A computer will be found at the entrance to each facility
      1.1.1. LSB Animal Facility Hallways 1105 and 1109
      1.1.2. ESC room S285 Lab
      1.1.3. SWKT Animal Facility Room 1240F
   1.2. A tutorial can be found on the program start screen.
   1.3. You should complete the following activities on the program.
      1.3.1. Report Health Checks
         1.3.1.1. 5 days a week if you are not giving animals complete care.
         1.3.1.2. 7 days a week if you are feeding and watering the animals.
      1.3.2. Mark cages changed if you are assigned this task.
      1.3.3. Enter and Clear Issues
      1.3.4. Enter Dead Animal Reports
      1.3.5. Access is available for the following information:
         1.3.5.1. Protocols
         1.3.5.2. Issue Report
         1.3.5.3. Dead Animal Report
         1.3.5.4. Standard Operating Procedures (SOP)

2. Health check of the animals
   2.1. Animal should be observed each day (5 days a week for regular care and 7 days a week if you are assigned to give the animals full care).
   2.2. See that they are moving, eating, drinking water, and their cage is dry.
   2.3. Their coat should be smooth, generally good looking.
   2.4. No cuts or other injuries should be seen.
   2.5. Enter an issue report on the computer for any injuries or research related health issues.
   2.6. Life-threatening concerns about animal health should be reported to the animal care manager ASAP and to your researcher.

3. Using Issue Cards
   3.1. All cards should be recorded on the computer in the Issues Area entering all required information including the Issue Card Number.
   3.2. An Issue is not resolved or cleared until you enter the resolution of the issue in the Issue Program and fill in the date and your name in the boxes provided at the bottom of the Issue Screen.
   3.3. When cards are removed, they should be returned to the card holder in the hall for reuse.
   3.4. The White Card
      3.4.1. The white card is for a non-life threatening issues and should be resolved within 48 hours. If you have a non-life threatening issue that you are not resolving within 48 hours, please put a green card on the cage behind the protocol card and enter in the issue program as a green card.
   3.5. The Green Card (Monitor Card)
      3.5.1. If an animal requires observation for several days place a ‘Monitor’ card (Green) on the cage.
      3.5.2. Do not resolve the issue on the computer. Change the card color to green and change the number of the card to the number on the green card.
      3.5.3. The University Vet will check the animal after the green card is attached and may offer suggestions as to treatment.
      3.5.4. Animals with a green card can be monitored up to 10 days to watch and insure improvement of health status.
      3.5.5. If more time is needed, involve the University Vet in the extension of time beyond 10 days.
      3.5.6. The card may be removed any time before the 10 days are up.
   3.6. The Red Card
      3.6.1. The Red ‘Urgent’ card will be used for any concern that requires immediate attention such as bleeding or lethargic movement.
      3.6.2. You must contact the animal care manager and/or the University Vet immediately after you make a red card issue on the computer.
   4. Use of other cards:
      4.1. A preprinted blue card for research animals or a preprinted white card for breeding animals will be used for the front cage card with the Investigator Name, Phone Number, Protocol Number, Male/Female and other information requested on the card.
4.1.1. This card must be filled out and showing on every cage. All other cards must be placed behind this card.
4.1.2. These cards must be undated when the protocol is changed or a new protocol is issued for the animals in that cage.
4.2. Purple cards are used by Animal Care to note cages will special activities such as special feed or water, new pups expected, marking animals that have just had surgery or anesthesia and other special circumstances.
4.3. Yellow cards are being used by Animal Care to mark cages that have new pups that should not be changed for three days after birth. Investigators should not be using these cards. This should be their only use.
4.4. Investigators may use other cards and colors for their purposes, but those cards must be put behind the front cage card.
4.5. See that cage cards have the proper information on them. See that mating and birthing information is filled out and that animals are weaned on time. Rats and mice should be weaned at 21 days unless otherwise indicated.

5. Feed check of the animals
5.1. Animals should have enough feed to last them several days.
5.2. Check to see if you are feeding the animals you are checking.
5.3. Make sure to watch for ‘Special Feed Cards’ that would indicate that a special feed is being given to the animals.

6. Check water bottles.
6.1. Water bottles should be kept at least ½ full at all times.
6.2. If you are watering the animal, may sure that the bottles are never empty.

7. Preparing new Shoebox Cages for weaning or separating animals.
7.1. Use only clean cages from the Clean Cage Room or area where clean cages are stored.
7.2. Use only clean water bottles for the SWKT and ESC also stored in the Clean Cage Room.
7.3. Fill feed holder with feed from the feed bin on the changing station in the WIDB or from the feed barrel in the room in buildings SWKT or ESC.
7.4. In the WIDB cages should only be opened in the changing stations or in the procedures rooms.
7.5. In the WIDB be sure to get a water valve from the Clean Cage Room and install it in the place you will be putting the new cage of animals on the housing rack.
7.6. Using the Procedures Rooms.

8. How to handle dead animals
8.1. Place animals in a Ziplock bag after the animal is euthanized and take to a freezer in your investigator’s lab. A freeze is available in the LSB in hallway 1107.
8.2. Report the death in the computer program using the button labeled ‘Dead Animal Report’.

9. Reporting of sick animals or other concerns to the animal care manager
9.1. If you see anything that gives you cause for concern, please report it to the Animal Care Manager ASAP.