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Standard Operating Procedure

1. Purpose

To outline the minimum requirements for identification of research and teaching animals.

2. Scope

Central Oregon Community College programs housing animals must document animal identification procedures in the program's standard operating procedures.

3. Responsibilities

Principal Investigators or Facility Managers must develop a standard operating procedure (SOP) for identification of animals.

4. Procedure

Animal's primary enclosures must be labeled with at least the principal investigator's name and the approved protocol number. If an animal is individually identified, the label should include the animal's identification (i.e., name, number).


If it is not possible to label the primary enclosure, the secondary enclosure must be labeled or a system must be in place to assure accurate identification of the animals.

Animal units housing animals in group enclosures (e.g. livestock, avian) with individual identification may use an alternative method to labeling the primary or secondary enclosure as approved by the Attending Veterinarian.

Animal identification procedures must be documented in the program's standard operating procedures.

Documentation must be easily accessible to identify which protocols animals are assigned to.

Rodent and rabbit cages must have cage cards labeled with the following information: source of the animal, the strain or stock (if applicable), principal investigator, pertinent dates, protocol number, the sex and number of animals in the cage.

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Animal cages or carriers used to transport animals from the vivarium to laboratory study area must always be clearly marked with the principal investigator's name and the approved protocol number.

Livestock, nonhuman primates, cats, dogs, ferrets and rabbits shall be individually identified by a method that is appropriate for the specific species, for example ear tags, collars, bands, ear notches, tattoos, freeze brands, microchips, or non-toxic marker. Refer to species specific husbandry policies for appropriate methods.

Rodents can also be individually identified to ensure accurate records by ear notching, ear tags, microchipping, tattooing, and non-toxic marker. Refer to Rodent Husbandry Care policy for specific species methods.

5. *References*

1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition (http://www.nap.edu/catalog.php?record_id=12910).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture (https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. The Federation of Animal Science Societies: Guide for the Care and Use of Agricultural Animals in Research and Teaching, 3rd Edition, 2010 (http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf).

6. *Definitions*

1. AV – Attending Veterinarian – responsible for the health and well-being of all laboratory animals used at the institution
2. SOP – Standard Operating Procedure – established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations
3. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution's animal care program components and facilities



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4. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
5. AUP – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
6. Protocol – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
7. COCC – Central Oregon Community College
8. Guide – the *Guide for the Care and use of Laboratory Animals*
9. Animal Welfare Act – requires that minimum standards of care and treatment be provided for certain animals bred for commercial sale, used in research, transported commercially, or exhibited to the public
10. Public Health Service – establishes guidelines for the proper care of animals to be used in research

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> • New SOP 	11/13/16	Cindy Elston (AV)
		<ul style="list-style-type: none"> • 		