

	<b>Title: Animal Medical Records</b>	<b>SOP #</b>	AV 20-111
		<b>Version #</b>	1
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## Standard Operating Procedure

### 1. Purpose

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To establish standards for medical record keeping for animals used in research and teaching.

This policy is based on requirements from the Animal Welfare Act, the Public Health Service Policy, the ILAR *Guide for the Care and Use of laboratory Animals*, and the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching*, and best practices for veterinary medical records.

### 2. Scope

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Medical records are required for all Central Oregon Community College (COCC) owned animals and for all privately owned animals receiving care or being used for research or teaching at a COCC owned facility.

### 3. Prerequisites

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Conforming with this policy will require the design of a paper medical record system or installation of an electronic medical record system within the department conducting the research or teaching activity. Paper medical records must be kept in the vicinity of the animal housing area for easy access. Electronic medical records must be accessible from a computer terminal or other appropriate device available in the vicinity of the animal housing area.

### 4. Responsibilities

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Principal Investigators must ensure that medical records are maintained in accordance with this policy and must ensure that all staff members listed on the protocol or providing animal care are trained on this policy.

Rodents and other colonies or flocks of animals may have a group health record. Animals that are required to have a unique USDA number must have their own medical record when they are used for biomedical research and teaching. Agricultural animals used for agricultural purposes may have herd health records.

Medical records must always be accessible to the Attending Veterinarian (AV) and designee(s) and to the APHIS/USDA inspection team for USDA regulated species.

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## 5. Procedure

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Veterinary medical records must include:

- Species and, if known, the strain or breed
- Date of birth/age, if known
- Date of acquisition and source (for college-owned animals)
- Weight, if required for the species
- Medical history
- Identification number or medical record number (for species requiring a unique ID)
- A daily record of animal well-being; observation for illness, injury, or abnormal behavior
- Procedures performed, physical examinations, drugs administered (including dose and route of administration), collection of blood and other biologic samples, observation for possible sequel to procedures, appropriate veterinary medical diagnostics and treatments
- Numbers of colony animals, breeding, mortality for colony animals, illnesses, and other medically relevant information
- Method of euthanasia or final disposition

Anesthetic records are required for all anesthetic procedures, both surgical and non-surgical.

- Short-term chemical restraint or “boxing down” animals for ease of handling does not require an anesthetic record
- An anesthetic record must contain the following:
  - Animal ID
  - IACUC protocol number or course number/title under which the procedure is performed
  - Date and type of procedure
  - Start and stop time of drug administration (induction and maintenance)
  - Start and stop time of procedure
  - Recovery time and description
    - If the animal is terminal or euthanized or does not recover, this must be indicated in lieu of a recovery time
  - Name of person(s) monitoring anesthesia
  - Name of person(s) performing procedure
  - Name of drug(s) used for induction, maintenance, analgesia, and antibiotics if given and any supportive care (e.g., fluids)
    - For inhaled anesthetics, the percent administered and flow rate
    - For all other drugs, the dose (mg) administered and route
  - If needed, a current weight

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Post-operative records are kept to monitor for signs of pain and incision healing. Post-operative and post-procedure monitoring records are required.

- These records are kept in the same area the animal is housed and must be readily accessible by anyone monitoring the animal, such as husbandry or veterinary staff performing daily health checks.
- The minimum time required for incision monitoring is seven days for research-related procedures or as directed by the clinical veterinarian.
  - External closures, sutures, staples, clips, or any other material used to close an incision requires monitoring daily until such closures are removed or in the case of absorbable materials, until they are completely absorbed and are no longer visible or they are removed.
  - The incision is monitored until healed. This typically takes 7-10 days but could take up to 14 days. Intervals longer than 14 days should be discussed with the veterinary service. For buried or subcuticular closures and/or those using wound adhesive, the 7 day minimum still applies.
- For procedures that do not require an incision but still include analgesics and/or cause an injury or defect, monitoring is required for the duration of the healing period or if ambulation or physiological function is impaired. The time frame may be set by the AV or written into the IACUC protocol.
- Procedures that may be painful after the procedure require monitoring at the discretion of the AV or designee with regard to frequency and duration, or may be included in the IACUC protocol.
- The post-operative or post-procedural monitoring record must contain, at a minimum, the following information:
  - Species
  - Approximate age or date of birth (if known)
  - Weight (if needed for dosage calculations)
  - Protocol number or course number/title
  - Animal ID or other identifier that correlates directly to the animal
  - Date of procedure
  - Description of procedure
  - Date and time of recovery
  - Incision, wound, or site check
  - Pain/analgesic assessment
  - Assessment of activity and ability to reach food and water



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- Assessment of food intake (for rodents or other animals in small cages or group housing situations or on ad libitum chow, this may not be feasible to assess)
- Urine and fecal output, if feasible to assess
- Administration and documentation of analgesics and/or antibiotics and/or supportive care given
  - Documentation of drugs must include drug name, dose (mg) and route
  - Any treatments that are scheduled including analgesia, antibiotics, and/or supportive care must be recorded and as directed by a veterinarian or as a part of an approved IACUC protocol
- Documenting the healing of the incision, wound, or site
- Removal and documentation that external closures are removed or dissolved, if absorbable
- Documentation of any abnormalities
- Documentation of follow-up care with the veterinary service regarding any abnormalities and/or treatments prescribed for clinical symptoms or outcomes not addressed in the approved IACUC protocol
  - Adverse effects must also be addressed with the IACUC
- Documentation of release from observations and monitoring must also be included. For example: incision healed, incision healed and sutures removed, animal euthanized, released by clinician, monitoring complete

Duration of monitoring may change based on clinical signs.

Records are kept individually for animals that are required to have an individual ID. Groups of rodents or others that do not have an individual ID requirement can be monitored on a group sheet as long as all of the parameters are the same and each animal has its own line or column for daily post-operative/post-procedural checks.

Records must be retained by the Principal Investigator in accordance with the following policy:

- Medical records:
  - NIH funded research: At least three years after completion of the activity.
  - USDA covered species: Throughout an animals' life and at least one year after the animals' death.
  - Privately owned animals: After eight years of inactivity.
- Surgery logs and anesthesia records:
  - USDA covered species: Three years after an animals' death.

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- Non USDA covered species: Must be maintained for one year after animals' death. (Note: This may be longer depending on the requirement of the funding agency.)
- Privately owned animals: After eight years of inactivity.

## 6. **References**

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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](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](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, 3<sup>rd</sup> Edition, 2010 ([http://www.fass.org/docs/agguide3rd/Ag\\_Guide\\_3rd\\_ed.pdf](http://www.fass.org/docs/agguide3rd/Ag_Guide_3rd_ed.pdf)).

## 7. **Definitions**

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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
4. AUP – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
5. Chair – Chairperson of the IACUC
6. 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
7. Protocol – Animal Care and Use Protocol



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<b>Revision</b>	<b>Author</b>	<b>Revisions Made</b>	<b>Effective Date</b>	<b>Approval</b>
1	Cindy Elston	<ul style="list-style-type: none"><li>• New SOP</li></ul>	5/31/16	Cindy Elston (AV)
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