

CHAPTER 7

GUIDELINES FOR ANIMAL PROCUREMENT, IDENTIFICATION, CENSUS RECORDS, STANDARD OPERATING PROCEDURES, SOCIAL HOUSING and ENVIRONMENTAL ENRICHMENT

I. Animal Procurement

The animal order notification form needs to be completed by the investigator and reviewed and approved by the Animal Care Manager or Veterinarian prior to ordering animals coming to ARC facilities. This ensures that adequate staffing and space are available for the animals and that an approved protocol is on file.

A file on animal vendors is maintained in the ARC office. All shipments of animals from other institutions to the ARC facilities must be coordinated by the ARC staff. Health monitoring reports must be approved by the Veterinarian or Lab Manager. Animals from other institutions entering ARC facilities will be quarantined until further health monitoring is performed and the Veterinarian approves the release of these animals out of quarantine. Investigators receiving aquatic species are required to coordinate the shipments according to transportation policies for aquatic species. The aquatic species may be quarantined by room, rack or tank.

II. Animal Identification and Census Guidelines

A. All animals maintained in UWM animal facilities must be identified by an approved Institutional Animal Care and Use Protocol Number, e.g., 15-16 #77.

B. “Animal Identification” should be consistent with one of the following procedures. Please consult with the Veterinarian if your procedures deviate from those listed below.

1. Door Labels:

This is appropriate if all animals in the room have been received from the same vendor on the same date, and are receiving the same treatment. Animals should be further identified individually in the room by a suitable system.

2. Labels For a Rack of Cages or Group Cages:

This is appropriate if all animals in the rack or group cage have been received from the same vendor on the same date, and are receiving the same treatment. Mammals and birds should be further identified individually in the cages.

3. Tank or container labels for aquatic vertebrates:

The tank, aquarium or other type of container should be labeled with Protocol number and the name of the investigator. Aquatic vertebrates do not need to be individually identified if there are excessive numbers being housed together.

4. Other Circumstances:

Any other type of animal housing condition requires that each animal be individually identified.

- C. Census reporting is required to record the animal population. It is recommended that this report be maintained in close proximity to the animal's quarters/ The ARC staff will post census sheets on animal room doors. Investigators maintaining breeding colonies are requested to file records no less often than quarterly with the ARC staff. Investigators who use aquatic vertebrate animals and animals in the field will be required to report how many aquatic animals they have used on an annual basis as part of the annual progress report.
- D. ARC staff will perform an actual physical count of animals housed on campus on a monthly basis to ensure the accuracy of record keeping and that all animals are identified by an appropriate IACUC protocol number.

III. Purposes for "Animal Cage Labeling"

- A. Allows for epidemiological assessment of disease problems.
 - 1. Are disease problems related to vendor, sex, age, and species?
 - 2. Information to be utilized to control and prevent disease.
- B. Allows for proper notification of the investigator or instructor, of a pending or existing problem.
- C. Allows UWM to comply with the identification requirements of the OLAW Guidelines.
- D. Facilitates basic scientific practices in the use of animals for experimental and teaching activities.

EXAMPLE

Species/Breed
Vendor
Birth date/Sex
Date Received/Weight
Faculty
Telephone Number
Protocol Number/Project
Notes

IV. Purposes for Animal Census Records:

Daily census and mortality reports provide necessary information for:

- A. Reports required to be filed for USDA licensing, OLAW annual reporting and AAALAC International annual reports.
- B. Epidemiological assessment of disease outbreaks:

1. The extent of the outbreak.
 2. The course of disease (rapid or slow developing), all of which is important for diagnosis and assessment of disease problems.
- C. Information for space and equipment allotment recommendations and requests.
- D. Indication of animal movement in and out of animal facilities.
- E. Indication of current species housed in facility.
- V. Standard Operating Procedures/Work-charts/Log Books

Standard operating procedures that detail animal husbandry that have been approved by the IACUC need to be posted near to where the animals are housed. Check off sheets or log books that detail who has performed certain tasks and when they were done should also be posted near to where the animals are housed. All other information that is kept as a daily log should also be kept in the animal room such as temperatures.

VI. Guidelines for Housing and the Use of Environmental Enrichment for Laboratory Animals at UWM

The IACUC has established guidelines for housing, cage density, social housing and the use of environmental enrichment. Single housing of social animals should be the exception and justified based on experimental requirements or veterinary-related concerns about animal well-being. The need for single housing should be reviewed on a regular basis at the time of semi-annual tours or the review of annual protocol progress reports. The guidelines also state that all animals will receive enrichment unless justified by the primary investigator and approved by the IACUC. Animals will be provided with at least one enrichment item. Novelty of enrichment items will be considered.

VII. Cage Population Densities for Breeding Mice

The IACUC has established guidelines for cage population densities for breeding mice that identify the numbers of breeding mice which can be housed in polycarbonate cages of at least 75 sq. inches of floor space. It is the responsibility of the PI to record accurate birth dates and cage cards and for calculating weaning dates. Procedures for ensuring compliance are included in the Guidelines.

VIII. Animal Transfer and Re-use

The IACUC has established guidelines for animal transfer and re-use. Certain types of transfers of animals between protocols do not need veterinary or ARC staff review including those approved by the IACUC during protocol review; healthy experimentally naïve animals; animals used for breeding only; and animals transferred from one protocol to another for the purpose of euthanasia.