

Standard Operating Procedure

SOP Number: **02-18-5202**
Service: **Research**
Operating Section: **Clinical Medicine**
Unit: **CMF**
Title: **Individual Animal Health Records**

Purpose:

To outline the minimum information required for all individual animal health records.

Procedure:

- 1) Individual animal health records will be kept for all USDA covered species. All entries must be dated and initialed.
- 2) Each individual animal health record will contain the following:
 - a) Principal Investigator
 - b) IACUC#
 - c) Species
 - d) Breed/Strain
 - e) Color or other identifying markings
 - f) Vendor
 - g) Date of acquisition
 - h) Date of birth or approximate age
 - i) Gender
- 3) For non-rodent mammals, the record will also contain the following:
 - a) USDA# or other identification number if applicable
 - b) Health certificates
- 4) Each individual animal health record should also contain the following information.
 - a) Quarantine records (if applicable)
 - b) Experimental manipulations/treatments
 - c) Laboratory data
 - d) Physical examinations
 - e) Surgical records
 - f) Anesthesia records
 - g) Post-surgical monitoring
- 5) The final entry should include the final disposition of the animal and the date. If the animal is euthanized, the record should contain the method of euthanasia and necropsy records if available.

APPROVALS

Responsible Official		Date	06/04/19
QA Signature		Date	06/29/2019
Version #3	Effective Date	Supersedes #2	Original Date 06/2/06