

## Standard Operating Procedure

SOP Number: **02-18-5261**  
Service: **Research**  
Operating Section: **Clinical Medicine**  
Unit: **CMF**  
Title: **Reporting of Diseased Animals**

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**Purpose:**



To describe the procedures for reporting animal disease to the attending veterinary staff and principal investigator.

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**Procedure:**

- 1) All CMF husbandry and research staff will report any abnormalities in animals to the veterinary technical staff immediately. These abnormalities will be documented in writing on an animal observation form.
- 2) The animal health care technician will evaluate the problem and document their finding; then, the document goes to the Clinical Veterinarian/CMF who will evaluate the situation and assign treatments as necessary. The form then goes to the animal health tech for follow-up. Although the Clinical Veterinarian/CMF has ultimate responsibility for any orders, all decisions will be discussed with the principal investigator prior to initiation. If the principal investigator or designee involved cannot be contacted within a reasonable time for response, the Clinical Veterinarian/CMF will proceed with orders.
- 3) The Clinical Veterinarian/CMF, or designee, will keep the principal investigator informed of all changes in condition of the animal(s) in question or treatment plans, including any laboratory/pathology results.
- 4) Animal observation forms, animal health sheets, and all other written documentation of diagnostic findings or therapy will be included in the Individual Animal Health Record (for non-rodents) or Colony Health Record (for rodents). Where appropriate, original documentation such as communication between the Clinical Veterinarian/CMF and principal investigator will be maintained in the health record.

**APPROVALS**

<b>Responsible Official Signature</b> 	<b>Date</b> 07/03/2019		
<b>QA Signature</b> 	<b>Date</b> 07/03/2019		
<b>Version</b> #3	<b>Effective Date</b>	<b>Supersedes</b> #2	<b>Original Date</b> 6/21/09