

## Standard Operating Procedure

SOP Number: **02-18-4261**  
Service: **Research**  
Operating Section: **Husbandry**  
Unit: **CMF**  
Title: **Animal Death Reporting**

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**Purpose:**

To describe the process of notifying a Principal Investigator of unexpected animal death.



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**Procedure:**

- 1) The animal will be removed from the primary enclosure and placed in a biohazard bag. A copy of the animal mortality report will be completed and securely attached to the outside of the bag. The other copy of the animal mortality report will be given to the Clinical Veterinarian or designee.
- 2) All animal carcasses are placed in carcass holding (003A). Loyola PP&G will dispose of the carcasses.
- 3) The Principal Investigator or designee will be notified immediately by telephone, e-mail or in writing (via a copy of the animal mortality report) by the CMF Clinical Veterinarian or designee. When possible, the PI will be given 24 hours to respond by contacting the Veterinarian or designee. If no response is received within that time period it will be assumed that the PI does not require tissues. A copy of the animal mortality report will be retained by the CMF Clinical Veterinarian or designee for a minimum of one month. A notation will be made in the individual animal health record (non-rodents) or colony health record (rodents). Where appropriate, such records will be handled and maintained as raw data.

**OFFICE USE ONLY:**

### APPROVALS

Responsible Official Signature		Date	
		12/13/18	
QA Signature		Date	
		12/13/2018	
Version #3	Effective Date	Supersedes #2	Original Date 06/15/07