

## Standard Operating Procedure

SOP Number: **02-18-5403**  
Service: **Research**  
Operating Section: **Surgery**  
Unit: **CMF**  
Title: **Surgical Records**

---

**Purpose:**

Federal regulations require that each institution have a formal policy for animal medical records. They should be available to the persons providing postoperative care, and may be requested by representatives from inspecting agencies (USDA, AAALAC, NIH).

---

**Procedure:**

- 1) All surgical procedures involving animal subjects must be fully detailed in an approved IACUC protocol.
- 2) Each individual surgery must be scheduled appropriately (See SOP "OR Scheduling and Preparation" and SOP "Definitions, Locations, and General Polices for Surgical Facilities").
- 3) Anesthetic records:
  - a) An anesthetic agent appropriate for the species and procedure must be utilized for every surgical procedure performed on animals. Details of these agents and procedures must be included on the animal protocol submitted to the Institutional Animal Care and Use Committee (IACUC). These details must include the methods which will be used to determine that an appropriate plane of anesthesia is achieved and maintained. Monitoring techniques will vary with species and procedure, but may include body temperature, heart rate, blood pressure, blood gases, ECG activity, and reflex testing.
  - b) For non-rodent mammals, an intraoperative anesthetic monitoring record should be maintained and included with surgeon's comments as part of the animal's records. These records must be maintained in the animal facility with the animal health records. The anesthetic record should include the animal number, protocol (IACUC) number, date of procedure, pre-anesthetic and anesthetic doses, supplemental doses, and records of monitoring activity. Surgical or anesthetic complications should be noted in the records.
  - c) In the case of rodents, anesthetic dosages and date of surgery must be kept in the research records or laboratory logs.
- 4) All special post-operative procedures specific to a given protocol must be incorporated into the research protocol. A post-operative form has been developed to assist in the completion of this requirement. Approved post-operative plans must be followed. Any deviations must be reported to the attending veterinarian and the IACUC. The postoperative period is considered at an end when skin sutures are removed or the wound is healed. Until this point, a minimum of daily observations is needed in the animal's health records. Any complications or adverse reactions must be recorded in the individual animal records.

### APPROVALS

<b>Responsible Official Signature</b>		<b>Date</b>	
<b>QA Signature</b>		<b>Date</b>	
<b>Version</b> #2	<b>Effective Date</b>	<b>Supersedes</b> #1	<b>Original Date</b> 7/9/01