
1. PURPOSE

This Standard Operating Procedures (SOP) describes the procedure for reporting and treating sick or injured animals.

2. RESPONSIBILITY

Veterinary care staff, animal care staff, principal investigator (PI) and their research staff.

3. MATERIALS

- 3.1. Illness / Injury Report
- 3.2. Veterinary Care cage card

4. PROCEDURES

- 4.1. Observation of animals:
 - 4.1.1. All animals will be observed daily (including weekends and holidays) by animal care or veterinary care staff for illness, injury, and general condition.
- 4.2. Submitting an Illness/Injury Report:
 - 4.2.1. Anyone who wishes to report a sick or injured animal must complete the top (shaded) part of an Illness/Injury Report.
 - 4.2.2. A blank Veterinary Care card is placed on the cage of the affected animal(s).
 - 4.2.3. The completed report is submitted to the veterinary care staff.
- 4.3. Opening a clinical case:
 - 4.3.1. Veterinary care staff will assign a unique case number. The case number is indicated on the Veterinary Care card and the number is recorded on the Illness/Injury report.
 - 4.3.2. Veterinary care staff will examine the animal and decide the best course of action for treatment in consultation with the PI or the veterinarians.
- 4.4. Treatments:
 - 4.4.1. After examining the animal, the veterinary care staff will clearly write the appropriate medical condition(s) on the front of the Veterinary Care card. Any treatment prescribed is clearly written on the Illness/Injury report and, if necessary, on the back of the Veterinary Care card.
 - 4.4.2. Some treatments may be pre-approved by the PI for specific animals.
 - 4.4.3. Minor treatments on rodents can be performed by animal care staff:
 - 4.4.3.1. Only trained animal care staff will treat animals.
 - 4.4.3.2. Each day, as the treatments are performed, the person performing them records the date, time if applicable, and their initials.
- 4.5. Contacting the PI or designate:
 - 4.5.1. The contact information can be found on the cage card of the affected animal or in the Animal Use Protocol.
 - 4.5.2. The date and initials of the person who contacted the PI or designate are recorded on the Illness/Injury Report in the designated area.
 - 4.5.3. Any additional information thus obtained is written on the Illness/Injury Report.

- 4.6. Follow-up:
- 4.6.1. A recheck date is determined to follow-up on the condition of the animals and written on the Illness/Injury Report.
 - 4.6.2. Treatments can be modified, or stopped, or the case closed.
- 4.7. Closing a case:
- 4.7.1. The outcome of the clinical case and the date is recorded when closing the case, e.g., euthanized, resolved, found dead.
- 4.8. Recordkeeping:
- 4.8.1. The Illness/Injury Report is then digitalized and filed in the appropriate location.
 - 4.8.2. Records of all open clinical cases should be kept by each institution.

SOP REVISION HISTORY

DATE	NEW VERSION
2021.09.08	2.3. Case number labels 3.4. Green dot stickers
2021.09.08	1.1.1. Veterinary care staff will assign a unique case number. A label with the case number is placed indicated on the Veterinary Care card and the number is recorded on the top right hand corner of the Illness/Injury report.
2022.07.08	Revised Veterinary Care Program
2022.07.08	2.3. Vet care kit (treatments)
2022.07.08	4.2.1. Animal attendants or PI staff that find Anyone wishing to report a sick or injured animal must complete the top (shaded) part of an Illness/Injury Report.
2022.07.08	4.4.2. Some treatments may be pre-approved by the PI for specific animals.
2022.07.08	4.4.3.2. A green dot sticker is placed on the Veterinary Care card to visually identify cages to be treated daily by animal care staff.
2022.07.08	4.5.1. The contact information can be found on the cage card of the affected animal or in the master contact list. Alternatively, emergency contact information can be found in the Animal Use Protocol.
2022.07.08	4.6.1. A recheck date is determined to follow-up on the condition of the animals and written on the Illness/Injury Report. Most cases are re-evaluated on a weekly basis but more critical cases can be seen more often and those cases which do not require close monitoring can be rechecked every two to four weeks.
2022.07.08	4.7. Morbidity Record 4.7.1. Clinical cases are recorded in the Morbidity Record
2022.07.08	4.7. Once Closing a case is closed 4.7.1. The outcome of the condition clinical case and the date is recorded when closing the case by writing a letter to designate the actual outcome: E= e.g., euthanized, R= resolved, FD= found dead, S= animal shipped, followed by the initials and date.
2022.07.08	4.8. Recordkeeping: 4.8.1. The Illness/Injury Report is then digitalized and filed in the appropriate location. 4.8.2. Records of all open clinical cases should be kept by each institution.