

COMPARATIVE MEDICINE  
LABORATORY ANIMAL FACILITIES

**STANDARD OPERATING PROCEDURE  
for  
UNASSIGNED ANIMALS**

- 1.0 Purpose:  
This procedure defines unassigned animals and the process of tracking them in the CMLAF.
- 2.0 Scope:  
This procedure applies to all CMLAF and research staff.
- 3.0 Procedure:
  - 3.1 Unassigned animals are extra animals which may come from the vendor in a shipment, or animals that were used in a nonsurgical procedure and are no longer needed in an investigator's protocol.
  - 3.2 The investigator will notify the CMLAF Purchasing Officer or the floor supervisor that the animal should be placed on unassigned status. The animal will be removed from the investigator's inventory and placed on the CMLAF unassigned inventory as of the date reported.
  - 3.3 The cage card will be recreated to designate the unassigned transfer, including a notation in the comment area of the principal investigator it was transferred from.
  - 3.4 The caretakers will be responsible for the daily care and observation of these animals. Any health problems will be reported to the veterinary care staff.
  - 3.5 To obtain an unassigned animal, an Unassigned Animal Purchase Form must be filled out and returned to the CMLAF Purchasing Officer. The inventory number of the new protocol, just as when purchasing a new animal, will be verified to make sure the investigator has not gone over his/her approved animal number.
  - 3.6 A new cage card will then be created to show the transfer to the new principal investigator.
  - 3.7 Rats, rabbits, mice, hamsters, and guinea pigs can go on Unassigned with the approval of the Facility Manager. Any other animal will need the approval of the veterinarian.