

COMPARATIVE MEDICINE
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURES
for
COMPLETION OF POST-OPERATIVE RECORD

- 1.0 Purpose
This procedure outlines the use of operative and post operative records of all animals sedated in the CMLAF.
- 2.0 Scope
This procedure applies to both CMLAF and Principal Investigator staff.
- 3.0 Procedure
 - 3.1 For all survival operative and anesthesia procedures on USDA covered animals (e.g. dogs, sheep, pigs, ferrets, chinchillas, rabbits, hamsters), an Anesthesia Monitoring/Surgery/Post Operative Report must be completed and turned in to the following rooms immediately upon completion of procedure (Attachment):
Main Campus and Cary Hall—Room 204 mailbox (after hours) or wire basket in Room 204.
Hochstetter—Room H21 Basement
Park—B32 Basement
RIA—Labeled baskets/file folder on wall in corridor on each floor.
 - 3.2 For all survival operative or anesthetic procedures on mice and rats, a Rodent Surgery/Post Operative Report (rats and mice only) must be submitted to the locations listed in 3.1. (Attachment)
 - 3.3 For all survival operative or anesthetic procedures on frogs, a Frog (Xenopus) Surgery/Post-operative Report must be submitted to the locations listed in 3.1. (Attachment)
 - 3.4 For all sedative procedures performed by CMLAF (i.e. full consciousness is not lost, duration is less than 1/2 hour), reports as attached are not required. A record of the drugs given and procedure must be noted on the animal's medical file. The animal must be monitored until fully ambulatory. Completion of a Post-Operative report is not required.
 - 3.5 If the animal is involved in a GLP study, the GLP protocol takes precedence as long as veterinary care is not diminished.
 - 3.6 Once the reports are received, the veterinary technician or supervisor will initiate a "Survival Animal Surgery, Post-operative Record" (Attachment).
 - A: For all surgeries, the animals will be followed for three (3) days, and rats, mice and frogs two (2) days by the veterinary staff or designated husbandry staff.
 - B: For all anesthesia reports (no surgery), the veterinary staff or designated husbandry staff will observe the animal for one day.
 - C: If the animals have no post-operative or post sedation problems at the end of the observation period, the veterinarian will sign off the report. The

animal will be designated with a blue tag during this time period. (See SOP # 2.C.1)

- 3.7 Any complications observed during the post-op period will be reported immediately to the veterinarian and observation and/or treatment will continue as long as necessary.
- 3.8 Once all forms are completed and signed off by a veterinarian, they are to be filed as follows:

CMLAF and Cary Hall—removed from the treatment book and filed with animal's permanent record. If the animal does not have a permanent record (i.e. rodents) they are to be filed by species in room 204.

RIA, Park Hall and Hochstetter Hall—all reports are filed and maintained at each facility. Reports will be attached to animal's permanent record. If there is no permanent record, report will be placed in a binder and filed by species.

- 3.9 All technicians and caretakers should assist principal investigators in assuring that all forms are completed and turned in. Anyone observing or having knowledge of survival procedures performed but paperwork not turned in should report this to the CMLAF veterinary staff immediately; appropriate action will be taken. Failure to complete required paperwork may result in suspension of the project.
- 3.10 All medical records are retained for a period of 3 years dated from the termination of the protocol.
- 3.11 In January each year, the 3 year old records are removed from the filing system and shredded.
- 3.12 If the animals had been involved in a GLP study, the records are saved for 5 years. The CMLAF veterinarian will contact the study director to inform them that the records will be destroyed in one months time at the completion of 5 years.