#### STANDARD OPERATING PROCEDURES DIVISION OF COMPARATIVE MEDICINE UNIVERSITY OF SOUTH FLORIDA

SOP#: 100.2	Date Issued: 11/03	Date Revised: 10/05	Page 1 of 5
TITLE: SCOPE: RESPONSIBILITY: PURPOSE:	To Outline the Examination, E		g, Physical

#### I. PURPOSE

- 1. To ensure the highest quality of animal health and preclude the development of spontaneous diseases or disorders, which could compromise the integrity of studies and the interpretation of results.
- 2. To ensure personnel handling rabbits perform their duties in a manner that complies with all current governing laws, regulations and guidelines.

## II. RESPONSIBILITY

- 1. The Veterinarians oversee all aspects of animal health, and are assisted by all program staff.
- 2. Facility Managers ensure implementation of all procedures.

## III. PROCEDURES

- 1. Receipt
  - a. Individual cage cards are prepared for each animal and include the following information:
    - 1. Investigator
    - 2. IACUC #
    - 3. Species
    - 4. Sex
    - 5. DOB (or age on arrival if unavailable)
    - 6. Body Weight
    - 7. Arrival Date
    - 8. Source
    - 9. Animal Number
  - b. Individual Animal Medical Records are prepared for each animal, to include: (see SOP #012 entitled, Animal Medical Records)
    - 1. Arrival Status Sheet
    - 2. Progress Notes Form
  - c. Shipping crates are inspected for signs of damage and shipment accuracy.

# NOTE: *Failure to adequately support the hind-quarters can result in injury to the handler and rabbit*!

- b. Transporting the rabbit
  - 1. Place the head under the arm/elbow area.
  - 2. Support and control animal under hind-quarters with other hand.
- c. Placing in restraint device or restraining for administration/collection of materials.
  - 1. Rabbit is held for transport.
  - 2. The top supporting hand is brought back up to grasp the scruff of the neck.
  - 3. Animal is lifted away from handler with other hand supporting the hind-quarters.
  - 4. Hind-quarters are gently placed with the restraint device.
  - 5. Head is lowered into position and device secured.
- d. Removal from restraint device progresses opposite of above.
- e. Return to home cage is performed in the same manner as removal from cage, in reverse (with hind-quarters entering first).
- 4. Feeding and Watering
  - a. Refer to **SOP #022** entitled, *Feed and Bedding* for approved diets <u>NOTE</u>: procedures below are not for animals on special diets or water. Special diets must be described in an approved IACUC protocol (e.g., type, amount, and form).
  - b. Feeding on arrival:
    - 1. All rabbits are fed hay or hay cubes and water *ad libitum* for 5 days and given increasing amounts of Harlan Teklad Global High Fiber Rabbit Diet (#2031) as described below:

day 1 = day of arrival – no diet (hay and water only) daysf2nel1/(s0Dtbtal)tangetildiye6(n0.00edyrf8.exyd5314/athleTh10.h0302226/nandistate/elbody/

- 2. Rabbits equal to over 3.5kg receive 125 grams of diet daily.
- 3. Orchard, timothy, or grass hay containing no or minimal amounts of alfalfa will be provided 2-3 times per week.
- 4. Additional food items may be offered as enrichment when approved by the PI.
- 5. Feeders are sent to cage wash for weekly sanitation.
- d. Watering:
  - 1. Water is provided ad libitum by way of water bottles.
  - 2. Water bottles are dumped, refilled each morning, returned to same cage, and checked for adequate supply each afternoon.
  - 3. Water bottles, sipper tubes and stoppers are sent to cage wash for weekly sanitation.
- 5. Health Surveillance:
  - a. Each housing room is assigned to an Animal Care Technician. Daily observations of the Animal Care Technician are recorded on the *Room Status Sheet* within the *Room Log Book*.
  - b. Surveillance frequency:
    - 1. On weekdays health surveillance will occur twice per day, prior to 9:30 AM, and again about mid afternoon.
    - 2. On weekends and holidays the initial health surveillance should take place upon the arrival of the Animal Care Technician, and again just prior to completing their assigned shift.
  - c. Observations and communications must be noted on the *Room Status Sheet* and the Facility Manager's *Animal Health and Environmental Concern Form*.
  - d. Performance of daily observations and general health surveillance
    - 1. Each animal/cage is observed to evaluate:
      - a. Food and water intake
      - b. Urine and fecal output
      - c. Assurance of water supply and patency
      - d. General appearance (presence of lesions/injuries, coat condition, disposition)

## <u>NOTE: If at any time there is a medical emergency, the Clinical Veterinarian is to be</u> <u>notified immediately.</u>

- Weekly notation is made in the *Progress Notes* regarding animals overall status/condition. (Note: BAR = bright, alert, responsive is an acceptable entry).
- f. Health evaluations are performed monthly by either Veterinary or Animal Care Staff and the results recorded on a *Monthly Health Evaluation*

- 6. Cage Changing
  - a. Pans and liners are changed on Monday, Wednesday, and Friday in the animal room. Pan liners will be changed daily when excessively soiled. Pan changing will be noted on the *Room Status Sheet*.
  - b. Racks and cages are changed weekly. Rack and cage changes will be noted on the *Room Status Sheet*. Animal will maintain its relative position on the new rack.
  - c. Only one animal and its cage card will be moved at one time.
- 7. Room Duties
  - a. Upon completion of cage changing, feed and watering, and daily health surveillance, the following tasks are to be performed: (Room duties described below are minimal requirements, additional duties and frequencies are at the Facility Manager's discretion)
    - 1. Complete Room Status Sheet by recording:
      - a. Minimum and maximum room temperature and humidity (measurements out of the acceptable range are described under the *Health and Environmental Concern* column of the *Room Status sheet* and reported to the Facility Manager via the *Health and Environmental Concern Form*).
      - b. Feed and water are available.
      - c. Caging and equipment changes performed.
      - d. Housekeeping duties performed.
      - e. Significant health or environmental concerns.
      - f. Time of observation and the initials of technician.
    - 2. Assure no investigator's supplies or trash is left in the room.
    - 3. Check and replenish supplies (e.g., soap, paper towels) as needed.
    - 4. Wipe down counter/sink areas with Sporicidin.
    - 5. Assure any new arrivals are recorded on *Per Diem Sheet*.
  - b. Floors are to swept and mopped Monday, Wednesday, Friday or when excessively soiled.
  - c. Weekly room duties include:
    - 1. Sanitize mop head.
    - 2. Sanitize enrichment items.
    - 3. Wipe down door and doorframe with Sporicidin.
    - 4. Physically count animals within the room.
  - d. Semi-monthly room duties include:
    - 1. Sanitize all room cleaning equipment (e.g., mop, mop bucket, broom, dust pan, feed pan, etc.).
    - 2. Check/clean HVAC vents and replace air filters as needed.
  - e. Monthly room duties include:
    - 1. Confirm diurnal light timers are accurately controlling animal room lights (HOBO) and record.
    - 2. Wash walls with Sporicidin as needed.

Approved: