

ANIMAL HEALTH REPORTING

SOP No: MSAH #49
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Authorised By: Andrew Bartlett, Manager and Denise Noonan,
AWO

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NOTE: Although researchers are ultimately responsible for their animals Laboratory Animal Services Animal Technicians have a duty of care.

As per the Animal Users Handbook section 6.2

- "Investigator's Responsibilities for Routine Monitoring of their animals - Minimum of Daily Monitoring of all Animals" and
- "The AEC expects that all animals are monitored on a daily basis to ensure that their basic requirements for water and food are provided and that they are in good health."

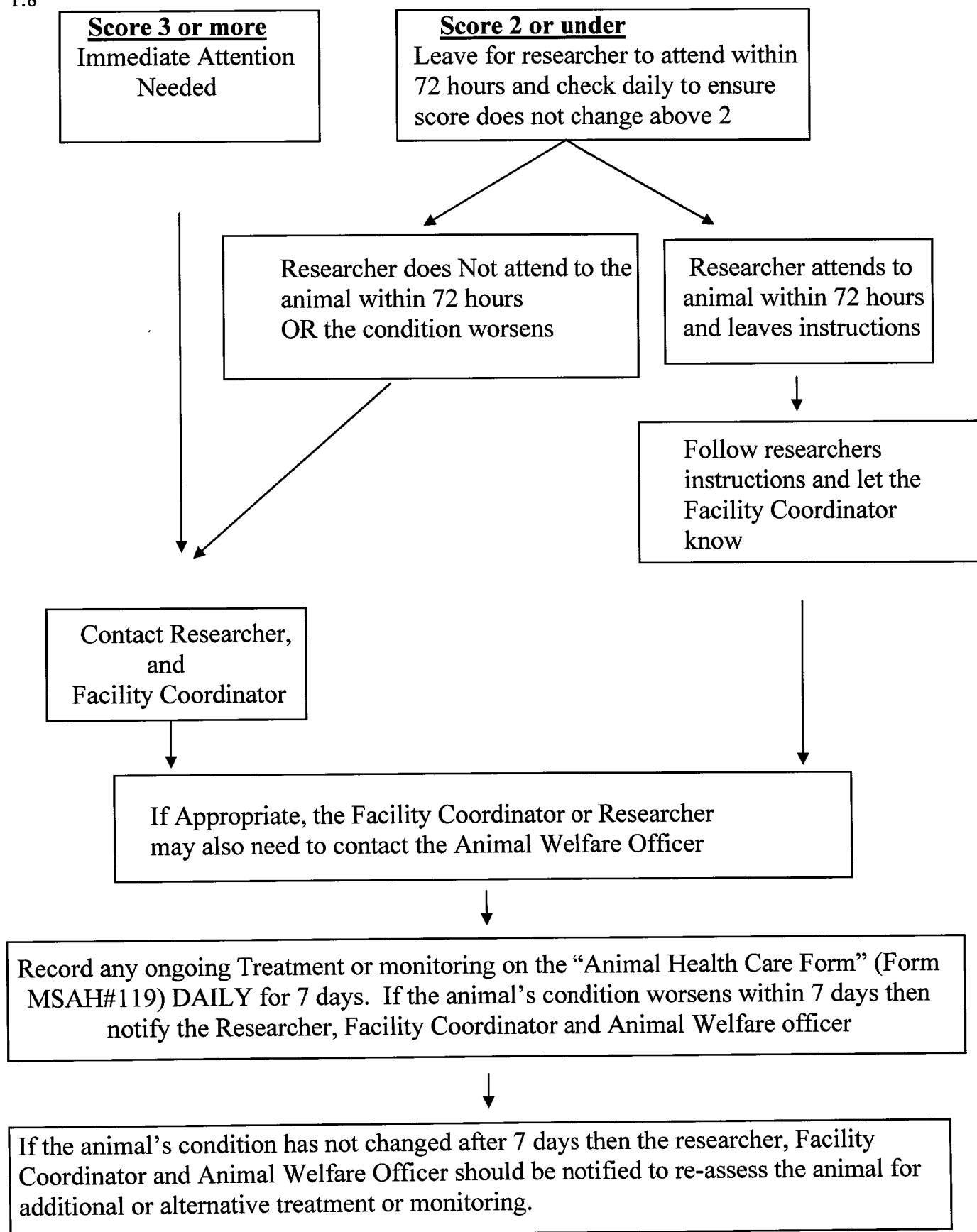
As per the Animal Users Handbook section 6.3

- "Role of Animal House Staff in the Monitoring Process of Animals Under Experimentation - Consulting the Animal House Manager
 - If the animal house staff call regarding animals in pain or distress a prompt response is required. If none is taken the animal house manger will take action. Alleviation of such pain and distress must take precedence over finishing a study. [Code 1.18, 3.3.2 (iv), 3.3.7, 3.3.36]
 - If personnel named on the animals ethics application (including amendments) are not contactable then the animal house staff must have instructions of what to do ie pain relief, biological sampling and endpoint. The Animal House manager has the authority to kill animals in pain and distress when investigators on the project are not contactable.

1. Discovery of a sick or injured animal

- 1.1 In the event of an animal being found dead, the Animal Technician must fill out an orange communication card, place the card on the cage card holder or where the cage was positioned, if the cage is removed. Place the animal in a cull bag with a label describing the cage card details and place on the shelf in the cold room.
- 1.2 In the event of a sick or injured animal(s) the Laboratory Animal Technician must fill out an "Orange Communication Card" detailing the observation, and place it on the related cage.
- 1.3 An "Animal Health Care Form" (Form MSAH#119) is to be completed in the room.
- 1.4 Animals are to be weighed and their weight recorded on the "Animal Health Reporting Form". Weights are then to be recorded weekly or more frequently if requested by the Researcher, Animal Welfare Officer, Facility Coordinator or if the Animal Technician determines more frequent weighing is required.
- 1.5 The technician must then perform a *Risk Assessment* to assess whether the animal must be attended to immediately or if the problem can be left until the researcher is next in to check their animals.
- 1.6 The risk assessment is performed using the "Clinical Record sheet" scoring system as a guide, specific for the species, and if a score of 3 or more is observed the animal is to receive immediate attention.
- 1.7 Once the Risk assessment has been performed the flow chart below is followed:

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2. Notifying the researcher

- 2.1 When notifying the researcher, the 'contact' person for the project is to be contacted first. If they are not available or directed to do so by the contact person, then the Principal Investigator should be contacted.
- 2.2 If the contact person or principal investigator is unable to be contacted, the Facility Coordinator and/or Animal Welfare Officer are to be contacted to assess the animal and prescribe appropriate treatment/action.
- 2.3 If the Animal Technician still has concerns or questions, the Facility Coordinator and/or Animal Welfare Officer are to be contacted to assess the animal and prescribe appropriate treatment/action in conjunction with the principal investigator.
- 2.4 The researcher must be notified if :
 - there has been no response 72 hours post orange card placement
 - the animal's score is 3 or above (notify Facility Coordinator as well)
 - the animal's condition worsens within 7 days
 - the animal's condition has not changed after 7 days (see 3.4 for more information)
 - the researcher is monitoring/treating the animal but there is no record of monitoring/treating by the researcher

3. Ongoing Treatment and Recording of Treatment

- 3.1 The animal technician should monitor the animals condition DAILY for 7 days and give treatment prescribed by the researcher, facility coordinator or animal welfare officer.
- 3.2 All treatment and monitoring is to be recorded on the "Animal Health Reporting Form". LAS are to sign each day they have monitored the animal in the section "Technician sign". This also applies to Researchers monitoring their animals however they are to sign in the "Researcher Sign" box. If there is no recorded monitoring by the researcher the Facility Coordinator and Animal Welfare Officer should be notified.
- 3.3 If the animal's condition worsens within these 7 days then the researcher, facility coordinator and animal welfare officer should be notified immediately.
- 3.4 If the animal's condition has not changed for 7 days then the researcher, Facility Coordinator and Animal Welfare Officer should be notified to re-assess the animal for additional or alternative treatment or monitoring.
- 3.5 Additional monitoring may be via the use of a Clinical Record Sheet specific for the species.
- 3.6 Any treatment or monitoring required post 7 days will incur a technical assistance fee at the researchers cost. A "technical assistance time sheet" is to be used to record time required daily for monitoring and treatment including treatment give and approximately how much treatment is used. i.e. How many grams or mL of antibiotics supplied daily, or ointment used (1/4 tube of ointment).
- 3.7 If no treatment or detailed monitoring instructions are given by the researcher e.g. if instructions left by the researcher are "monitor" or "noted", the Animal Technician are to contact the Researcher and request they return and give detailed instructions, e.g. "LAS please monitor the animal's condition daily and weigh the animal daily and notify me if it's condition worsen or if there is any weight loss".
- 3.8 If the Researcher does not return to leave detailed instructions after a request has been made within 24 hours the Animal Technician is to inform the Facility Coordinator and Animal Welfare Officer.
- 3.9 All information and communications with researchers, AWO and Facility Coordinator needs to be recorded on the health care form and kept up date.

4. Concluding stages

- 4.1 Once the animal has recovered or the animal is no longer alive, the Animal Health Care Form (Form MSAH#119) is to be lodged with the Facility Coordinator, which is available for AEC inspection.

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REFERENCES

Australian Code of practice for the care and use of animals for scientific purposes – 7th Edition 2004

Revision Author: Pacita Wissell and Denise Noonan

Original 2003, Endorsed by te AEC at its meeting on 26.06.2003

Revision 2010 endorsed by the AEC at its meeting on 09.12.2012

Revision 2012 endorsed by the AEC at its meeting on 04.12.2012

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