

**Procedure for Maintaining Small
Animal (Rodent/Frogs/Birds) Surgical
Record**

Version 1.2

The *Guide for the Care and Use of Laboratory Animals (Guide)* contains specific language requiring intraoperative and postoperative care and monitoring of animals (including rodents, birds and lower vertebrates). The Public Health Service Policy on Humane Care and Use of Laboratory Animals (PHS Policy) requires that federally funded institutions, such as UIC, comply with the *Guide*. The *Guide* is also the basis for the Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC) accreditation. To comply with the *Guide* and PHS Policy and to ensure continual AAALAC accreditation, the institution is required to have an institution-wide program to document intraoperative and postoperative care and monitoring of rodents, birds and lower vertebrates.

The purpose of this document is to describe the Animal Care Committee (ACC) recordkeeping requirements of investigators that are performing surgery on rodents, birds and lower vertebrates at UIC. Investigators should refer to the *UIC Guideline-Survival Surgery in Rodents and Lower Vertebrates* when planning and describing surgical procedures for these species in the UIC Protocol for Animal Use.

I. Pre-operative Planning

- A. The investigator is required to verify that the surgical procedure is included on the approved ACC protocol. In addition, all individuals that intend to perform the surgical procedure, or care for the animals during the perioperative period, must be included in Appendix 3 of the protocol and be trained in the procedures they will be performing.
- B. The investigator is required to ensure all necessary supplies (including analgesics) are available to perform the procedure and appropriate support staff is available to monitor the animals post-operatively in accordance with the approved ACC protocol.

NOTICE: If the investigator cannot comply with these requirements, the surgical procedure MUST NOT be performed. In addition, the investigator has the responsibility to notify the veterinary staff should a situation arise resulting in the inability of the investigator to fulfill postoperative monitoring responsibilities and/or administer treatments. Should the veterinary staff be required to perform post-operative monitoring and/or administer treatments, any incurred costs will be charged to the investigator's BRL account.

- C. The investigator obtains the *UIC Small Animal (Rodents/Frogs/Birds) Surgical Record* form. This form is available in the Post-Operative Monitoring binder which is maintained in a designated location in the animal facility or on the BRL website at www.brl.uic.edu. In addition, the form can be copied and maintained in the investigator's lab.

D. The investigator completes the top portion of the *UIC Small Animal (Rodents/Frogs/Birds) Surgical Record* including the Anesthetic/Analgesic Regimen.

II. Intra-operative Procedure:

A. The investigator completes the *UIC Small Animal (Rodents/Frogs/Birds) Surgical Record* through the Anesthetic Monitoring and Peri-Operative Care section for each animal or cage of animals.

III. Post-operative Procedure:

A. Following anesthetic recovery, the investigator returns the animals to the animal facility.

1. A notation is made on each cage card indicating the date and a brief description of the surgical procedure.

2. An orange overlay is placed over each cage card.

3. The *UIC Small Animal (Rodents/Frogs/Birds) Surgical Record* form is filed in the Post-operative Monitoring binder in a designated location in the animal facility.

4. The investigator completes the *Small Animal Survival Surgery Notification Form* on the BRL website. The form can be found on the BRL website under the Contact Us tab. When the form is submitted, an email message is automatically sent to the BRL veterinary staff that survival surgery has been performed.

5. The investigator is responsible for the maintenance and documentation of the Post-operative Monitoring section of the *UIC Small Animal (Rodents/Frogs/Birds) Surgical Record* according to the approved ACC protocol. During the immediate post-operative monitoring period, administration of analgesics and monitoring of animals is performed and documented according to the approved ACC protocol. Animals must be monitored for a minimum of two weeks following surgery. The required monitoring during the immediate post-operative period satisfies the requirement of monitoring for the first week as long as the animals are doing well. Two additional days of monitoring separated by 3-4 days are required during the second week. The animal is released from monitoring at this time if the sutures or wound clips are removed, the surgical site is healed, and the animal appears healthy. The record should be dated and will be considered closed when the animal is released from monitoring or is euthanized.

IV. Long-term Maintenance of Records:

A. The *UIC Small Animal (Rodents/Frogs/Birds) Surgical Record* form is maintained in the Post-operative Monitoring binder in the animal holding room until the animals are released from post-operative monitoring and the record is closed.

B. It is the responsibility of the investigator to transfer the *UIC Small Animal (Rodents/Frogs/Birds) Surgical Record* to a designated location in their lab. It is strongly recommended that a three ring binder be used for this purpose. Forms must be maintained in the lab and be made available for review by the veterinary staff and during ACC lab visits for a minimum of one year following the date of surgery.