

Title: Continuity of Care Standard Operating Procedure	
Approval Date: October 20, 2016	
Authorized by: Office of Research Compliance	
Date Drafted/Author: 03-March 2016, JC	Last Revision: 6/28/16 JC/RW, 8/10/16 JC/CS

1. Purpose

This SOP describes procedures for continuity of animal care in the event of an extended absence of full time animal care staff in the HP Vivarium and other CMU animal facilities where full time animal care staff provide support. This procedure may be used as guidance for addressing similar extended absences of animal care staff at other CMU animal facilities.

2. Procedures

In the event of an extended absence of full time animal care staff, faculty members will be responsible for the care of their animals as outlined below.

The Vice President for Research will identify and appoint a faculty or staff member as the temporary vivarium manager.

If no faculty or staff member is willing or able to serve as temporary vivarium manager, core breeding operations will be suspended as outlined below under breeding colony instructions.

Under the supervision of the temporary vivarium manager, student/temporary animal care staff will have primary responsibility for completing animal facility tasks such as cage wash activities, waste management and record keeping, cage changes, health checks and treatments. These core activities will be monitored by the Office of Research Compliance.

Routine orders of animal facility supplies will be handled by the Office of Research Compliance. Faculty will be responsible for working with the Office of Research Compliance to coordinate any special orders such as specialty feed and research supplies that are normally acquired for them by the full time animal care staff.

Student/temporary animal care staff under the supervision of faculty members or appointed staff member will continue to assist with the care of animals, however there may be some tasks that student animal care staff are not sufficiently trained to complete or that time restraints prevent them from completing, these complex tasks will be the responsibility of the individual faculty member.

In the event a faculty member is unable to provide for all of the required activities listed below and maintain a level of animal care consistent with the requirements of the Guide, the animals must be humanely euthanized.

Facility Emergencies will be directed to Facilities Maintenance by Faculty members in coordination with the temporary vivarium manager. All other urgent and routine (non-emergency) issues such as equipment repairs will be routed through the Office of Research Compliance in coordination with the temporary vivarium manager.

Faculty members and the temporary vivarium manager will coordinate available faculty, vivarium student/temporary staff and research lab staff to assign tasks using the time estimates and task lists from 1 and 2 above to ensure sufficient labor is available to provide for the required

Breeding colonies:

1. Reference the breeding colony activity logs for a complete list of activities that must be performed daily, weekly or at other intervals. Daily activities will include health checks (observation) to ensure animals are not experiencing clinical issues, providing treatments, food and water, weaning, sexing and checking for births and record keeping. Weekly activities will include cage changes. Periodic activities such as genotyping will be the responsibility of the individual faculty member and their research staff.
2. In coordination with the temporary vivarium manager, each faculty member will develop an estimate of the time (man hours) needed to meet the required activities above.
3. Faculty members and the temporary vivarium manager will coordinate available faculty, vivarium student/temporary staff and research lab staff to assign tasks using the time estimates and the activity sheets referenced above to ensure sufficient labor is available to provide for the required activities.
4. In the event all required activities cannot be met, breeding activities must be suspended:
 - Male breeders are to be immediately removed from cages and housed separately. If they cannot be provided for or adequate space is not available they must be euthanized.
 - If available man hours are not sufficient to provide for all animals, animals must be assigned a priority based on their importance to research projects, difficulty to replace the animals and other relevant considerations.
 - Animals of the lowest priority will be euthanized until available man hours are sufficient to provide for the remaining animals.

Non-breeding colony animals:

1. Similar to breeding colonies, for non-breeding colony animals reference the room activity logs for a list of activities that must be performed daily, weekly or at other intervals. Daily activities will include health checks (observation) to ensure animals are not experiencing clinical issues, providing treatments, record keeping and providing food and water. Weekly activities will include cage changes and room cleaning.
5. In coordination with the temporary vivarium manager, each faculty member will develop an estimate of the time (man hours) needed to meet the required activities above.
2. Faculty members and the temporary vivarium manager will coordinate available faculty, vivarium student/temporary staff and research lab staff to assign tasks using the time estimates and task lists from 1 and 2 above to ensure sufficient labor is available to provide for the required activities.
3. In the event all required activities cannot be met animals must be prioritized based on value to the research study, ability to replace etc.. and those animals that are deemed low priority which cannot be adequately cared for must be humanely euthanized.

Quarantine/Other (any housing condition not described above):

1. Immediately stop any orders for incoming animals until facility is stable and the existing animals can be adequately cared for.
2. Reference the room activity logs for a list of activities that must be performed daily, weekly or at other intervals. Daily activities will include health checks, providing treatments, maintaining environmental controls, record keeping and providing food and water. Weekly activities will include cage changes and room cleaning.
3. In coordination with the temporary vivarium manager, each faculty member will develop an estimate of the time (man hours) needed to meet the required activities above.
4. Faculty members and the temporary vivarium manager will coordinate available faculty, vivarium student/temporary staff and research lab staff to assign tasks using the time estimates and task lists from 1 and 2 above to ensure sufficient labor is available to provide for the required activities.
5. In the event all required activities cannot be met animals must be prioritized based on value to the research study, ability to replace etc. Those animals that are deemed low priority which cannot be adequately cared for must be humanely euthanized.
6. Once the needs of existing animals in the facility are being adequately addressed, orders of incoming animals may be resumed. This activity must be coordinated with the temporary vivarium manager and the faculty member ordering the animals will have ultimate responsibility for the care of any newly acquired animals.

In addition to the lists of activities described above, the Office of Research Compliance will conduct periodic observations to ensure that animal health is being adequately provided for and that humane end point criteria is being adhered to as described in the relevant IACUC approved protocol(s).

Training activities normally conducted by full time animal care staff will be suspended during an extended absence. The ORC will work with individual faculty to determine if alternative training is available for their staff and students during the extended absence on a case by case basis.