Animal Record Requirements: PI and Veterinary

PERFORMANCE STANDARD: This is applicable to protocol records maintained by individual laboratories (PI) and medical records. Records should convey the necessary information to all people involved in an animal’s care and document adequate health care.

REGULATORY BACKGROUND/PURPOSE:
- 8th Edition of The Guide for the Care & Use of Laboratory Animals
- Animal Welfare Inspection Guide
- Medical Records for Animals Used in Research, Teaching, and Testing: Public Statement from the American College of Laboratory Animal Medicine

ROLES: Any individual performing an observation, procedure, manipulation, surgery, treatment, medication, or any other care assessment to an animal must document his or her activities and observations.

POLICY OUTLINE:
1. Records should include the following, as appropriate and as performed and outlined in the IACUC approved protocol or as prescribed by a veterinarian:
   a. Analgesic/Anesthetics administered. Including medication name, dose, route, and time of administration.
   b. Details of surgical or research procedures performed on the animal.
   c. Peri-, Intra-, and Post-operative monitoring (e.g., heart rate, oxygen saturation, blood pressures, animal condition, etc.)
   d. Non-surgical procedures monitoring (e.g., behavioral testing, physiological assessment, animal condition, etc.)
   e. Fluid/food restriction tracking
   f. Documentation of preventive medical treatments (e.g., quarantine, vaccinations).
   g. Descriptions of any illness, injury, distress, and/or abnormal behavior and the resolution of any noted problem.
   h. Treatments/ therapies/interventions including dose, route, frequency, and duration, as applicable.
   i. Final animal disposition
   j. Necropsy records
   k. Species specific records, as appropriate.
      i. Health certificates
      ii. Environmental enrichment and social housing (NHPs, Other species and social housing)
      iii. Outdoor housing approval
      iv. Husbandry, environmental, and daily monitoring
2. Medical records for live animals must be available upon request.
3. Records must be dated and maintained with DLAR/DLC or in an alternative location as described in the IACUC approved protocol (Section B4. Location of animal health/well-being records).

4. Medical records must be maintained for at least 3 years after final disposition of the animal (euthanasia, loan, gift, sale, or adoption). Transfer of an animal to another Duke protocol is NOT considered ‘final disposition’ the animal and record should be maintained with the animal in the designated location as described in Section 3 of this policy.

5. Preventative or clinical related medical records. The DLAR/DLC veterinary staff are responsible for recording and maintain records in accordance with veterinary professional standards and as outlined in this policy.