



## Animal Facility SOP 39.2 Weekend and Holiday Care

<b>Date Adopted</b>	11/29/20
<b>Date Last Updated</b>	7/20/19 Ingrid Tulloch
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<b>Reviewed by</b>	Julie Watson; Matt Terzi, Ingrid Tulloch

- I. **Purpose: To ensure** that animals are checked for health, environmental conditions and access to food and water every day.
- II. **Responsibilities**
  - A. The animal facility manager (AFM) maintains the schedule for weekend and holiday care, assigns personnel, and ensures that animals are cared for.
  - B. The veterinarian is available for consultation by cellphone during weekends and emergencies. The veterinarian has authority to provide relief of pain and distress (including euthanasia) without consultation with the lab if the lab emergency contact cannot be reached.
  - C. Investigators/laboratory staff will provide post-procedural monitoring, care and treatments as described in their animal use protocol even if those treatments fall during weekends and holidays.
  - D. The AFM maintains a list of emergency contacts for each lab for weekend/holiday emergency contacts (e.g. cellphone, home phone, not a lab #)

### III. **Materials**

- A. Animal room Log
- B. Incident Log
- C. Red Health Concern Card
- D. Dead animal card
- E. Red dead animal bags.

### IV. **Procedures**

1. Investigators with active animal rooms requiring weekend and holiday access will provide a list of personnel to the Animal facility Coordinator (AFM). Located in the Emergency Calls Contact Information sheet.

For physical plant emergencies please contact the following  
Mr. Rodney Anderson at 443-885-3757

Dr. Ingrid Tulloch at 917-622-5170

For animal health concerns:

Dr. Matthew Terzi 443-334-2279

Dr. Julie Watson 410 925 5631

2. The AFM will compile a list of all approved personnel to include the Attending Veterinarian and husbandry staff, and provide it to the Morgan State University Public Safety Office.

3. Animal Care Personnel checking the animals on weekends, holidays, or University closed days will:

a. Ensure animal rooms have appropriate temperature humidity and airflow and fill out the animal room record in the binder in the animal room. Report rooms that are outside the allowable limits to facilities. Consult the veterinarian / investigators for extreme conditions likely to be a threat to animal health.

b. Check all animals for health and access to food and water. Top up water or feed if necessary.

c. For health concerns place a call to the investigator/lab staff or veterinarian as appropriate, treat or euthanize as directed. For treatment, label the cage with a health concern card, and fill out the incident log (see appendix A).

d. Dead animals will be bagged, labeled with date and cage/investigator and placed in the refrigerator as described in the dead animal procedures SOP.

Label the source cage with a dead animal card (see appendix B).

**Animal Incident Form**

[https://docs.google.com/document/d/1Q9c8KZEBE-wVPVvcyPlilagFvpbuh7dfR\\_YBmop4szc/edit?usp=sharing](https://docs.google.com/document/d/1Q9c8KZEBE-wVPVvcyPlilagFvpbuh7dfR_YBmop4szc/edit?usp=sharing)

**Dead Animal Card Information**

<https://docs.google.com/document/d/1oleRdt38Y2BreAKI6vzjPkpdx6seaFcxJiSClue-ip0/edit?usp=sharing>