

REFERENCE TO TAMU IACUC REQUIRED RECORDKEEPING and LABELING

RECORDKEEPING

Animal activities routinely involve recordkeeping. Maintaining health records such as daily logs, surgical, and post-op records is a part of lab-specific training (TAMU-G-029).

Semiannual facility inspection by the IACUC (TAMU-S-010), and post-approval monitoring performed by the AWO, (TAMU-S-007) may include a review of records including daily care, sanitation, temperature and humidity logs for housing locations, sanitation logs for PI maintained equipment, health, surgical, and/or monitoring records, training records, other logs or records related to the maintenance of animals or the performance of AUPs.

Exceptions or departures from established recordkeeping requirements as defined in IACUC Guidance must be described in the AUP.

NOTE: Research data must be maintained as described in TAMU SAP 15.99.03.M1.03. For records described below that would not be considered “research data”, the record must be maintained for the life of the AUP or until final animal disposition (whichever is longer).

Personnel Training Records (TAMU-G-029 and TAMU-C-011)

Basic required training/enrollment:

1. Biosafety & Occupational Health Program (BOHP) enrollment/annual re-enrollment
2. CITI course: Working with the IACUC

Activity-dependent training:

1. CITI courses:
 - Aseptic Surgery (may be replaced by IACUC-authorized live training)
 - Post-Procedural Care of Mice and Rats in Research: Minimizing Pain and Distress
 - Species-specific course(s)
2. BOHP Animal Allergen (TrainTraq) Training (warm-blooded animals)
3. Physical method of euthanasia without pre-sedation training/special attention needed
4. Retro-orbital blood collection training/special attention needed
5. Lab, facility or PI specific training
6. Other training as identified by the IACUC

Drug Administration Record(s) (TAMU-G-002)

Administration of all drugs (dose, route, frequency) must be recorded.

Depending on the species, records may be kept in the animal’s individual medical record, or in laboratory records and on postoperative cage cards provided by CMP/ARU/PAR/PRF.

Controlled Substances

Controlled substances require special storage and recordkeeping. See [Controlled Substances Guidelines – Division of Research \(tamu.edu\)](#)

Sanitation Efficacy Records (TAMU-G-026)

Each efficacy testing episode should be recorded in a log and should include the sanitization method used, the type of specialized cage or research item subjected to efficacy testing, the date the items were sanitized, and the date the efficacy testing was performed. Both the log and Sanitation SOP(s) must be available for review upon request.

Anesthesia Records (TAMU-G-002)

All animals undergoing a sedation/anesthetic event must have an anesthesia record. The anesthetic record should minimally contain:

- Date, Protocol Number, Name/Type of Procedure, Species and Animal (or cage identifier)
- Anesthetist's name(s) and name(s) of any assistants
- Completion of a pre-anesthetic evaluation
- All Drugs administered: Name of drug, dose, route and frequency of administration
- When DEA controlled substances are used, the anesthetic record and the controlled substance logs should match.
- Indication of anesthetic depth prior to painful procedure(s)
- Event times or total time under anesthesia
- A notation of any complication or abnormalities identified
- Method and time of euthanasia (if applicable).

Additionally, any animal that is sedated or anesthetized for longer than 15 minutes must also have an anesthesia monitoring record assessing the animal's physiologic condition and plane of anesthesia at least every 15 minutes. At a minimum, anesthetic depth, heart rate, and respiratory rate should be recorded (unless collection of such data are not appropriate for that species). Parameters recorded peri- and post-operatively must match approved AUP.

Clinical Signs/Monitoring/Early Removal Criteria Records (TAMU-G-001, TAMU-G-031, TAMU-F-014, TAMU-F-015)

Humane endpoints should be established within the AUP for timely intervention in a study that has the potential to cause pain or distress to animals. The frequency and interval at which the animals are monitored by personnel skilled in recognizing these clinical signs and/or behavioral abnormalities should be recorded as well as the application of removal criteria. Records may include the monitoring of body weight, body condition or other scoring schema, tumor size/condition, etc., and may be kept in the animal's individual medical record or in laboratory records.

Surgical Records (TAMU-G-013, TAMU-G-018, TAMU-G-022, TAMU-G-035, TAMU-G-49)

Required for every animal that has undergone surgery (including terminal/non-survival surgical procedures). Should contain:

- Date of procedure
- Protocol number
- Identification of the type of surgery performed; e.g. "laparotomy"
- Species and animal or cage identifier
- The name of the surgeon and any assistants
- Pre-surgical assessment
- Pre-op preparation, as applicable
 - Ophthalmic ointment applied
 - Hair/fur removal
 - Surgical scrub or site preparation
- Event times or total time under anesthesia
- Vital parameters monitored and times of monitoring
- A notation of any complication or abnormality identified
- Drugs administered: dose, route and frequency of administration
- When DEA controlled substances are used, the date and drug usage volumes recorded in the controlled substance log and the dates and amounts recorded in the animal surgery records should match.

*non-survival surgery records should also contain method and time of euthanasia

Food/Fluid Restriction Records (TAMU-G-031)

Maintain diligent written records for each animal to document body weight, daily food and fluid consumption, hydration status, and any behavioral and clinical changes used as criteria for temporary or permanent removal of an animal from restriction/manipulation.

Body weights should be recorded as outlined in the AUP [at least weekly and more often for animals requiring greater restrictions (the Guide, 8 ed.)].

Single Housing of Social Species (TAMU-G-027, AWO-O-087 Single Housing Sign)

The PI may remove animals from social housing on an individual basis due to incompatibility or for veterinary medical and/or animal welfare concerns. This must be documented in the medical record/cage card and be reviewed by the AV, or designee.

Note: Single housing of social species for experimental purposes must be described in the AUP. Duration of single housing must be as described in the AUP.

Zebrafish Records (TAMU-G-008, TAMU-F-025 and TAMU-F-027, TAMU-G-035, TAMU-G-014)

Development of facility-specific standard operating procedures (SOPs) for cleaning and sanitation of the micro- and macro-environments, including maintenance of good water quality is recommended. See sample SOPs TAMU-F-025 and TAMU-F-027.

- Identification - Tank labels are the most basic identification tools (see TAMU-G-014)
- Surgical and Anesthetic Records - See TAMU-G-035 for recordkeeping requirements for fish undergoing surgery.
 - Administration of anesthesia and analgesia and peri-operative monitoring should be recorded.
- Additionally, records should include: fish location and tracking, breeding and genetic management, health status/daily care logs

Environmental Enrichment Records (TAMU-G-027)

For USDA-covered species, a written record of the environmental enrichment items provided is kept along with the daily husbandry records.

Adoption Records (TAMU-G-020)

For dog and cat adoptions, compliance with the USDA Animal Welfare Act Regulations in Section 2.35 paragraphs (b), (c), and (e), and Section 2.38 is required. All dogs and cats need to be identified at time of disposition:

- By the official tag or tattoo which was affixed to the animal at the time it was acquired by the research facility;
or
- By a tag, tattoo, or collar applied to the dog or cat by the research facility and which individually identifies the dog or cat by number.

The following information is required to be kept and maintained by the research facility:

- The name and address of the person to whom a dog or cat is transported, or otherwise disposed of.
- The date of transportation/disposition.
- The method of transportation, including the name of the initial carrier or intermediate handler, or if a privately owned vehicle is used to transport the dog or cat, the name of the owner of the privately owned vehicle.

APHIS Form 7001- the USDA Interstate and International Certificate of Health Examination for Small Animals and AAPHIS Form 7006 – Record of Disposition of Dogs and Cats are forms which can be used to keep and maintain the required information.



Satellite Housing Records (TAMU-G-005, TAMU-F-023, TAMU-F-025, TAMU-F-027)

The PI is responsible for maintaining SOPs for the care and maintenance of animals in the satellite location as described in TAMU-G-005. SOPs must be attached to the AUP submission, easily accessible within the satellite location and available for review upon request

Records of daily care and monitoring, including weekends and holidays must be easily accessible.

LABELING

Dilutions/Reconstitutions/Mixtures/Compounds (TAMU-G-10, TAMU-G-024)

Must be minimally labeled with:

- Name of substance(s)
- Concentration
- Preparation date/ Expiration date

Expired Drugs and Medical Materials (TAMU-G-024, AWO-O-005 to 006, AWO-O-38 to 40)

All expired drugs and medical materials awaiting disposal are to be placed in a clearly labeled container.

When granted explicit IACUC approval to use expired materials, these must be clearly and individually labeled as “expired materials—for non-survival or non-live animal use only” and be kept together in an area physically separate from all other medical materials and drugs.

RESOURCES

TAMU SAP [15.99.03.M1.03](#) **The Responsible Stewardship of Research Data**

Research Compliance & Biosafety – [Texas A&M IACUC Guidance – Division of Research \(tamu.edu\)](#)

Log in with your TAMU Net ID credentials. All of the IACUC-approved Guidance documents are on this screen under the header **Texas A&M IACUC Guidance**.

You will also find a section entitled, **Texas A&M IACUC Sample Documents**, which includes various optional record templates for your modification/use.

Scroll to the bottom of the page and click on **Texas A&M IACUC SOPs** to see the SOPs referenced in this document (TAMU-S-###).