

Sam Houston State University Science Annex

Record Keeping

SOP #: FM-006

Date adopted : _____

Last revision : _____

Purpose

To explain the necessary record keeping associated with the Science Annex.

Responsibility

It is the responsibility of the Science Annex Operations Manager to maintain detailed records of every animal housed in the facility.

Procedures

A sign-in sheet is posted at the door to the procedure area and all researchers are to sign in upon entering and sign out upon leaving. These sheets will be retained indefinitely.

Each room housing animals has a daily activity sheet in a magnetic pocket on the door. This form records every instance of maintenance and research occurring in that room. Once full, these activity sheets are kept in folders organized by month in the wall pocket.

Each room housing animals has an IACUC approval affixed to the door, denoting the species, strain and number of animals, the IACUC protocol number and the name and contact information for any investigators who may work on the project.

Within each room, each caging unit will have a cage card stating the species and strain of animal, the number of individuals housed in the cage, the date the animal was obtained or born, the source of the animal, the IACUC protocol number and the Principal Investigator's name. All cage cards are audited and (if necessary) reprinted at least once a month.