ANIMAL EYE CONSULTANTS OF IOWA

Animal Eye Consultants of Iowa ***Instituti mittee***	
Policy #4	**"Animal Care & Medical Records for Research and Teaching Animals"**
Approval Date: 12/10/2024 (Replacing Version 10/27/2021)	

A. Background Information

1. The Animal Welfare Act, *Guide for the Care and Use of Laboratory Animals* and the *Guide for the Care and Use of Agricultural Animals in Research and Teaching* require that appropriate experimental, breeding, and health records are maintained for animals used or produced for teaching or research.

2. Daily observations must be made of all animals to assess health and well-being. Personnel conducting observations need to be trained to recognize physical and behavioral health concerns.

B. Record Requirements for all Animals

1. A daily record/entry of animal well-being for both normal and "abnormal" animals (e.g., post-surgical or ill animal(s)). Sample templates can be found on the IACUC Website.
    a. Exceptions to daily observation such as for hibernating or burrowing animals must be justified in an IACUC-approved protocol or SOP.

2. Detailed documentation of experimental or teaching procedures performed, including drugs administered (dose, route, and frequency), samples collected, observation for clinical response, surgical description with anesthesia and post-operative care records and method of euthanasia or final disposition. In addition, veterinary health records must be maintained for animals that have an abnormal health status or those receiving preventive care including hoof or nail trims, immunizations, and parasite control measures.

3. Records of observations, veterinary care, treatment, and experimental or teaching procedures must be structured and readily accessible to the attending veterinarian or designee, as well as inspectors and site visitors from regulatory and oversight bodies (e.g., IACUC, OLAW, USDA, AAALAC).

C. Documentation Required for Animals Showing Signs of Illness, Injury, or Other Departure from Normal Health Status Includes

1. Identification of the animal(s) or group(s)
2. Pertinent history
3. Clinical information such as results of physical examination, the behavior of the animal, and notations regarding observed abnormalities, illnesses, and/or injuries
4. Records of diagnostic tests and interpretation including necropsy findings if necropsy is indicated.
5. Tentative / provisional diagnosis
6. Diagnostic and treatment plan
7. Record of veterinary care/treatment/interventions, including documentation of the drug, dose, route, and frequency of administration for medications as well as non-pharmaceutical treatments such as special diets, wound care, or physical therapy.
8. Record of the animals' clinical response and follow-up. This constitutes regular assessment of the animal's condition during the treatment/observation period. Documentation of clinical response is in addition to the routine daily health check provided for all animals.
9. Resolution of the problem (e.g., diagnosis, treatment, return to a normal state, euthanasia).
10. In some cases, a composite record may be used for a group of animals for preventative health treatments, experimental or teaching procedures, or post-operative monitoring. At minimum, such records should include: a list of the animal numbers/IDs, notation that each animal has been checked, documentation of any abnormal findings or occurrences, and a description of any therapeutics given including drugs, doses, and routes of administration.
11. Written entries made on the record must be signed or initialed by the author.
12. There should be documentation that veterinary oversight and authority is in place regarding veterinary care. For example, if there is a veterinary phone consult then

the record should indicate the identity of the veterinarian, date of consult and any relevant information related to the consult. Please refer to IACUC Policy #3.

D. Location of Records

1. For animals maintained in a vivarium, treatment record(s) must be maintained in a manner that allows for immediate access (e.g., in or near the room where the animals are housed). This is especially important for post-operative animals or animals with anticipated abnormal observations. Easily accessible records allow ready communication between the research, veterinary and animal care staff.

2. For animals maintained in a farm, naturalistic or other outdoor environment, treatment records must be readily accessible from the facility or laboratory manager, PI, or veterinarian.

E. Additional Information

1. This policy does not require or recommend a standard form for animal care and medical records. Whatever the form, the record(s) should be structured, readily available, legible and should contain all pertinent clinical information (as discussed in section C above) to justify the tentative diagnosis and any treatment provided. The final resolution for each case must also be properly documented.

2. Additional information and examples of record templates are available from the AEC Veterinary Staff (319-826-6217).

F. Resources

1. USDA Animal Welfare Act
2. Guide for the Care and Use of Laboratory Animals, 8th ed. 2011. National Research Council.
3. Guide for the Care and Use of Agricultural Animals in Research and Teaching, 4th ed. 2020. Federation of Animal Science Societies.

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4. USDA Animal Welfare Act Inspection Guide
5. USDA Daily Observations guidance
6. Policy statement by the American College of Laboratory Animal Medicine regarding adequate veterinary care