

Rodent Record Card FAQs

Q: Why are Rodent Record Cards required?

A: Good record-keeping of procedures conducted, treatments administered, and observations made of research animals, is expected by the agencies overseeing animal research, in a manner consistent with the procedures being performed. Documentation is an important aspect of the animal care and use program to ensure compliance with approved protocols and IACUC policies. In a recent audit, it was found that rodent procedures are not documented to an acceptable standard, and treatments/observations are not being performed as required. Enforcing the use of Rodent Record Cards is required to correct this deficiency in the program.

Q: What is the IACUC policy on rodent records?

A: IACUC policy requires that Rodent Record Cards are used to document anesthetic events, procedures, treatments and observations consistent with the approved protocol. Documentation on rodent cards may be supplemented with other records, including laboratory notebooks.

Q: How will this card help me, the researcher?

- A: 1. The details required on the card will serve as proof to internal and external regulators (IACUC, OLAW, AAALAC, etc) that appropriate anesthesia/analgesia has been provided to your animal(s).
2. The card can be kept as part of your lab notebook to provide information during lab meetings, IACUC applications, grant applications, manuscript preparations, etc.
3. The information will also assist CCM staff determine more easily and quickly what has been done to your animal(s) which may result in fewer emails, decreased confusion, and better understanding of your research.

Q: What do I do when I run out of space on the first card?

A: Once a card is full, continue on a new card, then remove the used card and keep in your records. You may use as many cards as you need throughout your study. Used cards from animals still housed at MGH may be requested as part of the MGH IACUC Post-Approval Monitoring Program or during external regulator audits such as AAALAC site visits.

Q: Do I need to keep the card(s)? If so, how long do I need to keep the card(s)?

A: Yes. The card is considered part of the research record. *If there is no other equivalent documentation in your records* (you can scan the cards onto your computer or record the information in your lab notebook), you **must** keep the card for seven years after the end of the study, in accordance with Partner's policy. Used cards from animals still housed at MGH may be requested from you as part of the MGH IACUC Post-Approval Monitoring Program or during external regulator audits such as AAALAC site visits.

Q: How do I get my cards if my animal(s) was/were euthanized?

A: It is your responsibility to collect your cards. If you forget or the animals are euthanized by CCM, CCM will designate a place in your facility to store the cards. CCM will store the cards up to 1 month. Please discuss with your Facility Manager to find where the cards will be stored in your facility.

Q: How much detail is required on the card?

A: The card **must** include any procedure with a Procedure Form or Surgery Form (e.g. tumor cell injection and type, cranial window placement, minipump placement, blood collection, etc). The name of the anesthesia and/or analgesia given **must** be on the card. Dose (mg/kg, mLs) and route (IP, SQ) are not required on the card but you **must** follow what is approved in your protocol. Any potential hazardous material **must** be included on this card (cell lines, chemical hazards, radioactive hazard, etc). You **must** conduct any observations, body weight, body condition scores, tumor measurements, etc in accordance with your protocol and these details **must** be recorded *either* on the card, in your lab notebook, or both.

Q: Do I need to record procedures done for genotyping or identification?

A: Any genotyping or identification procedures that are done prior to 21 days and therefore *do not* require anesthesia or analgesia *do not* need to be documented on the card. Any genotyping or identification procedures performed after 21 days that require anesthesia and/or analgesia **must** be on the card.

Q: What about special diets or water?

A: The Special Husbandry card will record this information. You do NOT have to document this information onto the Rodent Record Card.

Q: What do I do if I separate out mice from my cage after I have started a Rodent Record Card?

A: When you start a new cage, simply start a new Rodent Record card. You *do not* need to copy all of the information from the previous card. You can refer to the original card in the first line of the new Rodent Record card; there is space in the upper right corner to identify the cage if desired. If the animal is currently under a multiple repetitive treatment or has had a procedure that is visually apparent (e.g. tumor, cranial implant) you may want to document that on the new card to avoid confusion. For example:

Rodent Record
 PI: Molk Protocol # 2005 N000123
 Contact Person/Phone #: Kristin Matthews 857-294-1270

Date	AM/PM	Procedure/Treatment/Observation/Anesthesia/Analgesia	Initials
7/12/17	AM	Sp. from cage 1234567	KAM
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		

All Individuals will monitor and treat all animals in accordance with the IACUC protocol.

Rodent Record
 PI: Molk Protocol # 2005 N000123
 Contact Person/Phone #: Kristin Matthews 857-294-1270

Date	AM/PM	Procedure/Treatment/Observation/Anesthesia/Analgesia	Initials
7/12/17	AM	Sp. from cage 1234567	KAM
7/13/17	AM	UV tx 3x week x 10wks ISO	KAM
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		

All Individuals will monitor and treat all animals in accordance with the IACUC protocol.

Rodent Record
 PI: Molk Protocol # 05N000123
 Contact Person/Phone #: Kristin Matthews 857-294-1270

Date	AM/PM	Procedure/Treatment/Observation/Anesthesia/Analgesia	Initials
7/13/17	AM	Separated from cage 12345678	KAM
7/13/17	AM	Previous CW SK, KX	KAM
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		

All Individuals will monitor and treat all animals in accordance with the IACUC protocol.

Rodent Record
 Protocol #

Date	AM/PM	Procedure/Treatment/Observation/Anesthesia/Analgesia	Initials

All Individuals will monitor and treat all animals in accordance with the IACUC protocol.

Space in upper right hand corner for identification per lab discretion.

Rodent Record
 PI: Protocol # CC 12345678

Date	AM/PM	Procedure/Treatment/Observation/Anesthesia/Analgesia	Initials
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		

All Individuals will monitor and treat all animals in accordance with the IACUC protocol.

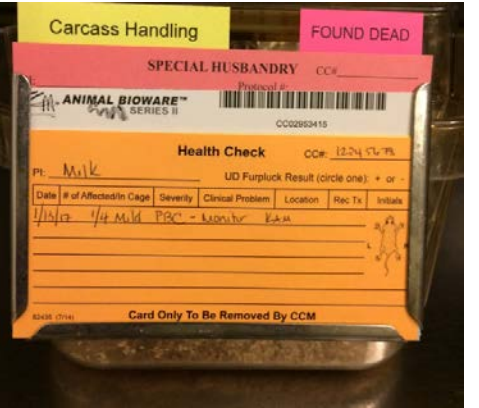
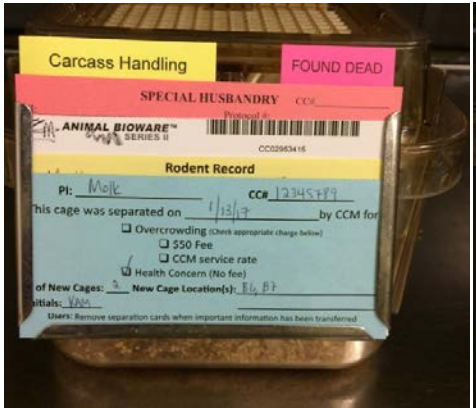
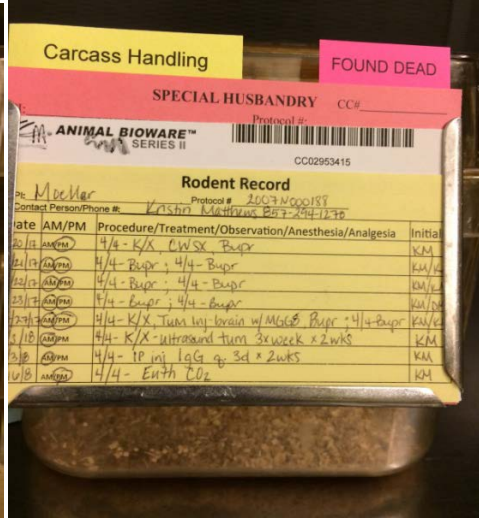
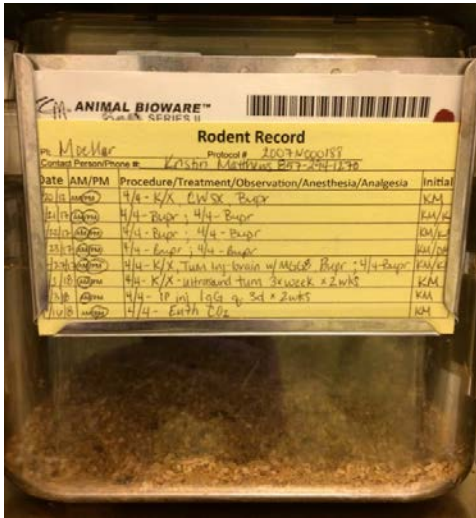
Rodent Record
 PI: Protocol # 13

Date	AM/PM	Procedure/Treatment/Observation/Anesthesia/Analgesia	Initials
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		

All Individuals will monitor and treat all animals in accordance with the IACUC protocol.

Q: What will the cards look like on the cage? Where will they go?

A: The Rodent Record cards are designed to go in front of the white cage card to be visible at all times unless an orange Health Check card is placed on the cage. For example:



Q: Can I use abbreviations?

A: Yes! We have included a list of common abbreviations for you. You may create your own abbreviations as long as you note somewhere on the card what it means. For example:

Date	AM/PM	Procedure/Treatment/Observation	Initials
1/04/16	AM/PM	2of 4mice - Kidney transplant (Ktx)	KAM
1/05/16	AM/PM	2/4 mice - Ktx	KAM

Q: Can I put multiple treatments on 1 line?

A: Yes! If the procedures and/or treatments were done on the same day you may put them on one line. If a treatment was done in the AM and then repeated in the PM you may list both treatments on the same line, however; you must circle both AM and PM and there should be 2 sets of initials reflecting who did each treatment (even if the same person performed both the AM and PM treatment). For example:

Date	AM/PM	Procedure/Treatment/Observation	Initials
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4/23/16	AM/PM	4/4 Bupr SQ; 4/4 Bupr SQ	KAM/DMM
4/24/16	AM/PM	4/4 Bupr SQ; 4/4 Bupr SQ	KAM/KAM

Q: My protocol has repetitive procedures that would result in several cards. Can I record approved multiple repetitive procedures differently to save space?

A: Yes! If you are approved for a procedure that is repeated multiple times and are performed the same way each time you may describe this in detail for the first procedure then record the frequency and length of time for the follow-up time-points. Each time-point does not need to be listed on the card. Detailed notes for individual time-points should be recorded in your lab notebook. For example:

Date	AM/PM	Procedure/Treatment/Observation	Initials
1/04/16	AM/PM	4 of 4 mice - start UV tx 3x week for 15 weeks under Iso	KAM

Q: Can I edit the card to fit my special needs?

A: Yes! Labs may create customized stamps or stickers to affix to the cards to meet your specific research needs. Cards, stamps, and stickers can be pre-filled with procedures with check-boxes as long as they are updated as the work is done and initialed by the person performing the work at the time of the procedure. Please work with your Facility Vet to make sure your customization meets the IACUC requirements. For example:

Rodent Record

PI: Moeller Protocol # 2007N000188
 Contact Person/Phone #: Kristin Matthews 857-294-1270

Date	AM/PM	Procedure/Treatment/Observation/Anesthesia/Analgesia	Initials
4/5/17	AM/PM	4/4 K/X, MI, Bupr SQ <input checked="" type="checkbox"/> ; Bupr <input checked="" type="checkbox"/>	KM
4/6/17	AM/PM	4/4 Bupr <input checked="" type="checkbox"/> ; Bupr <input type="checkbox"/>	KM
	AM/PM	Bupr <input type="checkbox"/> ; Bupr <input type="checkbox"/>	
	AM/PM	___mice-Echo <input type="checkbox"/> ; ___mice-Euth CO2 <input type="checkbox"/>	
	AM/PM	___mice-Echo <input type="checkbox"/> ; ___mice-Euth CO2 <input type="checkbox"/>	
	AM/PM		
	AM/PM		
	AM/PM		
	AM/PM		

All individuals will monitor and treat all animals in accordance with the IACUC protocol.

Q: Whom should I contact regarding the use of the card?

A: Please contact your Facility Manager if you have questions regarding where the cards are stored. Please contact your Facility Veterinarian for questions related to filling out the card.