

University Animal Care Committee Standard Operating Procedure		
Document No: 14.3	Subject: Clinical Health Reports - Rodent	
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Location: Queen's University

Responsibility: Principal Investigators, Research Staff, Veterinary Staff

Purpose: The purpose of this Standard Operating Procedure (SOP) is to describe the procedure for reporting and monitoring rodent health issues.

- 1. Introduction and Definitions:** Health Monitoring Reports (rodent) and medical red cards are created for all rodent health issues. This records, monitors and defines treatment for each animal as required.

Abbreviations: Animal Care Services **ACS**, Principal Investigator **PI**, subcutaneous **SC**, intravenous **IV**, intraperitoneal **IP**, intramuscular **IM**, per os **PO**, per rectum **PR**

2. Materials:

- Rodent health monitoring reports (Appendix 1)
- Duplicate stick-on labels with room number and report number
- Medical red cage cards (Appendix 2)
- Binder

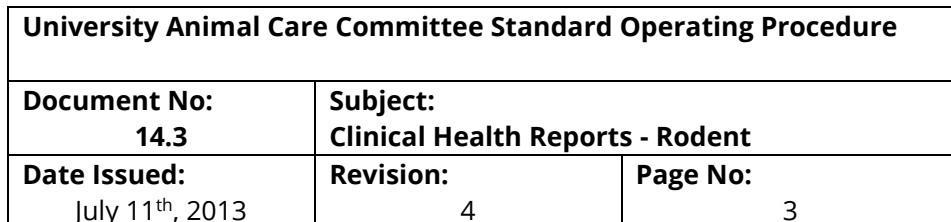
3. Procedures:

- When a medical problem is identified while doing daily health checks, a health report is initiated. The health report is assigned a case number, sequentially numbered stickers are available for this purpose. A sticker is placed on both the red card and health report.
 - In cases where the animal has indeterminant clinical signs, a red card may be placed on the cage but not stickered. The red card should be removed within 24 hours at the discretion of the Veterinarian or if it is clear there is no health concern. In the event that there is a health concern, the red card will be numbered as per this SOP.
 - A dated, brief description of the problem is recorded on the red card, and the card is placed in the cage card holder on the animal's cage.
 - The top portion of the rodent health report is filled out, identifying the animal by number, strain, Principal Investigator, cage location, protocol number, sex, date of birth, case initiation date, and person reporting.
 - If the person reporting the issue considers it an emergency, they should speak
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directly with the Animal Care Technician or Clinical Veterinarian for assessment.

- Treatment will be entered on the medical red card with dates and circles for checking off when treatment is completed.
 - The rodent health report is then placed in a binder.
 - At a minimum, weekly checks are done by the Animal Care Technician or Clinical Veterinarian on all animals with red medical cards, and assessments and treatments are recorded on the health report sheet and/or red card. Critical cases are checked as required.
 - When the health problem is resolved, or the animal is euthanized due to study or humane endpoints, or spontaneous death occurs, the red card is attached to the rodent health report and the date and appropriate boxes are updated on the rodent health report.
 - The health report is returned to the office where the information is entered into a database.
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Rodent Health Report

[illegible]

☐ Resolved ☐ Euthanized ☐ Euthanized Study Endpoint ☐ Spontaneous Death
Technician/Vet: _____ Date: _____

Appendix 2:

[illegible]

References:

SOP Revision History:

Date	New Version
July 11 th , 2013	SOP created
February 28 th , 2019	Triennial review
December 6 th , 2021	Triennial review
December 18 th , 2024	Triennial review – updated format
January 20 th , 2025	Updated the use of red cards without stickers