Title: Procedures for Nonstandard Feeding or Watering

Scope: This SOP applies to the husbandry of animal studies that have received IACUC approval for special food or water arrangements, such as special diets, caloric restriction, water control, etc.

In these cases the following SOP will apply.

1. A written request form (Special Feeding/Watering) must be submitted by the laboratory to request a change from standard ARC feeding/watering practices. A detailed description of how the feeding and/or watering will be altered and who will be responsible for performing these tasks on a daily basis should be included. This document is to be turned into the Operations Manager, who is also available to discuss possible options for supporting these special requirements. NOTE: In most cases, special feeding/watering will become the responsibility of the research staff.

2. After the completed request form is submitted, the protocol will be checked by ARC management to verify that nonstandard feeding or watering has been included in the protocol description and approved by the IACUC.

3. The PI or designate will be contacted to arrange for training and implementation of the appropriate daily checklists (see #4) by the ARC supervisor.

4. Written records must be kept in the animal room to document that the animals are being checked daily for food or water by the appropriately trained lab members. This documentation must be initialed daily. The cages included in the special arrangement must be clearly identified by cage cards, rack checklist or the room checklist. The ARC will work with the laboratory to determine which type of documentation best suits the needs of the study. Some situations will require checklists (e.g. if an entire room or rack is PI food and water), but there may be other instances where cage card level tracking is adequate, or where feeding/watering can be indicated on the ARC husbandry checklist.

5. After the request is approved, the ARC animal attendants will be informed of the specific procedures that have been put in place. In those cases where the ARC staff will not be performing feeding and watering, they will continue to carry out all other husbandry duties including daily health checks and routine cage changing.
6. A copy of the food/water restriction plan will be placed on a clipboard inside of the room.