

INVESTIGATOR GUIDELINES FOR SPECIAL/REGULATED DIETS/WATER OR FASTING ANIMALS

Revised and Approved September 2007

The following guidelines are to be used by investigators and research personnel when fasting or feeding research animals:

1. Feeding of special or regulated diets and/or water, or fasting of animals requires justification to and prior approval by the Animal Care and Use Committee.
2. A feeding log (copy attached) must be posted and maintained in each room where animals are being fed special or intermittent diets. The log must clearly designate start and end dates of this special procedure. Each cage of animals must be clearly marked, and correspond to the feeding log (a sample cage card is attached). If special procedures are complex and/or entail more than simple dietary changes, a daily check list, as outlined in the PI's master animal use protocol, must be incorporated with the feeding log and must be maintained and posted in the animal housing area.
3. If animals are being fasted, a yellow card indicating the start and end of the fast must be placed on each cage of fasting animals. These cards are available from OLAC supervisory staff.
4. Due to the fragile nature of many special diets, the level of food available to each animal should be checked a minimum of three times a week. All animals should be checked by responsible laboratory personnel at the end of the week to ensure that enough diet is present for weekends and/or extended holiday periods. Stored special diets or supplements must be covered and clearly labeled, noting contents, responsible investigator and expiration date.
5. Animals that are on regulated diets and/or special water must be checked daily including weekends. Description of acceptable amount of food (e.g. "empty") should be included on the feeding log.
6. If animals are found without food or water, or if the feeding log of animals on regulated diet/water or special water have not been checked in 24 hours, OLAC will make every reasonable effort to contact the responsible parties. The names and phone numbers, including emergency numbers, must be listed on the feeding log as well as on the cage cards of the animals. However, if arrangements to feed/water the animals have not been made by the end of the working day, OLAC will feed/water the animals. The animals will be fed conventional chow appropriate for the species involved.

If you have any questions regarding these guidelines, please contact the OLAC veterinary staff.

Attachment

MONTHLY ANIMAL FEEDING LOG FOR INVESTIGATOR MAINTAINED ANIMALS

Investigator: _____	Campus Phone: _____	Emergency Phone: _____
A.U.P. #: _____		
Responsible Personnel: _____	Campus Phone: _____	Emergency Phone: _____
Additional Contact: _____	Campus Phone: _____	Emergency Phone: _____
Additional Contact: _____	Campus Phone: _____	Emergency Phone: _____

Facility: _____	Room: _____	Additional Notes: _____
	Rack: _____	_____

Starting Date: _____	Ending Date: _____	_____

All animals on regulated diets and/or receiving special water must be checked every 24-hours including weekends and holidays.

All animals on special diets must be checked at least three times per week.

Who should OLAC contact if the animals have no food or water? _____

Note: OLAC will contact the designated individual if animals are found without food or water. If there is no response by the end of the working day, OLAC will provide the animals with standard rodent diet and/or water.

Month: _____																																	
Year: _____	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Animal/Cage #:																																	

Person feeding must **initial each date for each animal fed**. If not fed, leave space blank. IF THE ANIMALS ARE BEING FASTED, PLACE A BRIGHT YELLOW CAGE CARD IN THE HOLDER WITH THE STARTING AND ENDING FAST DATES.