
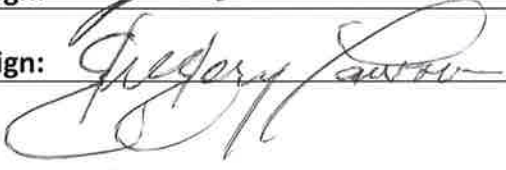




OFFICE OF LABORATORY ANIMAL CARE

STANDARD OPERATING PROCEDURE

SOP Number:	705	Animal Health Technician Morning Health Report	Revision #:	0
Date Effective:	2/18/2019		Supersedes:	0

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PURPOSE

These procedures outline the schedule and methods that Animal Health Technicians (AHT) will follow when responding to reported Morning Health Reports (MHR).

SCOPE

These procedures apply to AHTs responding to all health cases on UC Berkeley campus reported through the health reporting system as an MHR.

RESPONSIBILITY

These duties are the responsibility of all Animal Health Technicians.

DEFINITIONS/ACRONYMS

- OLAC: Office of Laboratory Animal Care
- MHR: Morning Health Reports
- AT: Animal Technician (includes Senior Animal Technicians and Principle Animal Technicians)
- AHT: Animal Health Technician
- Murine: of or relating to Murinae which includes the common household rats and mice
- OASIS: Office of Animal Services Information System
- RSR: Research Service Request

PROCEDURE

MHR Expected Response Times

1. Address all health reports that have been entered into OASIS by noon on the same day.
2. Address health reports that have been entered after noon the following day, unless classified as an emergency/priority.

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3. Notify AHTs of emergencies as outlined in SOP 621-OLAC Emergency Health Communication.
4. Address health reports classified as emergencies on the same day, as soon as possible.

MHR Email/Examination Response Procedure

5. AT: Place a pink health case Post It® on the cage card of animal exhibiting a health concern and enter the health report into OASIS.
6. AHT: Enter the OASIS system to find new cases entered by the AT.
7. AHT: Go to the animal housing room with the new health case(s) and locate the case(s) by the pink health case Post It® note(s).
8. AHT: Assess the severity of case via examination of the animal(s).
 - a. Euthanasia:
 - i. Write “euthanasia” on Post It® and initial, if euthanasia is recommend or indicated.
 1. Call and/or email the lab contact to request euthanasia. If no response is received from the lab contact by the appointed time in the email, an AHT or trained AT will perform the euthanasia. Charge the lab via RSR.
 - ii. Euthanize moribund or agonal animals immediately after confirmation from a veterinarian. An AHT or trained AT will perform the euthanasia.
 1. Email the lab contact with the details and outcome of the case after the animal has been euthanized.
 - b. Treatment:
 - i. Write up a red health card to replace the pink Post It®, if the health case is treatable. Add all pertinent details regarding treatment to the red health card.
 - ii. Email the lab contact with the details of the case and the treatment plan.
9. AHT: Follow-up with the case to confirm that treatment has been started a minimum of 24h after the request to initiate treatment was sent to the lab contact.
 - a. Send a second email to the lab contact requesting that treatment be initiated immediately or the animal will be euthanized, if treatment has not been initiated at the time of AHT follow-up.
 - b. Euthanize the animal 24 hours after this second email has been sent, if there has been no response and the lab contact has not initiated treatment or euthanized the animal. This euthanasia will be charged to the lab via RSR.
 - i. Send a follow-up email to the lab explaining that this case was euthanized due to failure to treat.

REFERENCE DOCUMENTS

- SOP 621 “OLAC Emergency Health Communication”

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)