
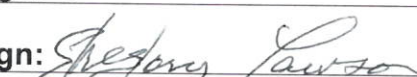




OFFICE OF LABORATORY ANIMAL CARE

Operating Guidelines

OG Number:	713	Management of Diagnostic Laboratory Results	Revision #:	0
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Purpose

To define the processes for maintaining diagnostic laboratory results received during veterinary case management.

Procedures

1. Receiving email for all diagnostic laboratory results should include vetstaff@lists.berkeley.edu
2. Sample identification for submission should follow this format:
 - a. Last name – PI Name
 - b. First Name – Individual name or animal identification number. If an animal is not identified individually, include room number plus one other identifying (i.e. rack number, tank/tub, strain).
3. Upon Receipt of Results:
 - a. USDA covered species with individual medical records:
 - Responsible AHT to print a copy for veterinarian's signature and then file in clinical record
 - Results in medical records are retained per SOP 619-Record Retention
 - b. Animals without individual medical records:
 - If diagnostic laboratory has a searchable, online database (i.e. Charles River, IDEXX): no additional steps are taken.
 - If diagnostic laboratory does *not* have a searchable, online database:
 - Responsible veterinarian or AHT to file digital copy in the I Drive (VET > Diagnostic Lab and Results) under the applicable lab and year folder
 - Title of document should include sample identification information:
 - PI Name_Species_Individual ID Information_Date (XX.XX.XX)

Last Updated: 0/00/00

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