



OFFICE OF LABORATORY ANIMAL CARE

# Working Instructions

<b>WIN Number:</b>	717	<b>Mouse and Rat Standing Orders</b>	<b>Revision #:</b>	1
<b>Date Effective:</b>	11/19/25		<b>Supersedes:</b>	0

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## Procedure:

All work instructions must be demonstrated by the trainer and performed by the trainee.

1. Husbandry reports health concerns via Cayuse or a lab member(s) will report a health concern via email.
  - a. If a lab member contacts the vet staff via email, a cage number and rack ID must be given.
  - b. A Cayuse entry will be created by the AHT (animal health technician) using the cage number.
  
2. Standing Orders will be sent to the lab via Cayuse.
  - a. Select the Vet Care blue tab.
  - b. Select New Health Reports.
  - c. Select the Case ID of the case you are submitting.
  - d. Confirm the appropriate boxes are checked in the Observations section, based on what is reported by husbandry in the Notes section.
  - e. Update the notes section to match the standing orders format:
    - Date
    - Observation
    - Standing Orders
    - Your initials
    - **Example: Date: 11/2/25, Observation: 1/5 MUD, Standing orders:**  
"Euthanasia is the best response for this animal's condition. If you want a veterinarian to evaluate this animal's health in more detail, please request

this by replying to "All" or by contacting [vetstaff@lists.berkeley.edu](mailto:vetstaff@lists.berkeley.edu). An action MUST happen within 24 hours from the time this email was sent. Failure to respond or to euthanize within 24 hours: this animal will be euthanized by OLAC at a cost to your lab. " **Initials:** AF

- f. Copy the entire contents of the Notes box.
- g. Select Save Changes.
- h. Select Plan Summary on the left in the table of contents.
  - Paste the copied Notes into the Plan Summary box.
  - Select Save Changes.
- i. Select Submit Case on the left in the table of contents.
  - Paste copied text into the Plan Summary box if needed.
  - Select the "Submit Cases To" dropdown menu
    - Select the PI option.
  - From the List of Protocol Personnel to Email section:
    - Check the box for the lab listserv (ex: Lab, PI name).
    - If Listserv is not an option, check the Notify All Personnel box.
- j. Choose Submit to PI

3. Schedule a recheck for two (2) days from submission date.

- a. Select PI Workflow on the left in the blue vet care drop down menu
- b. Select the Case ID of the case you are scheduling.
- c. Select Recheck on the left in the table of contents
- d. Set the recheck date for two (2) days
  - Change Frequency to One-Time
  - Change When to anytime
- e. Select Save Changes
- f. Select Start Treatment

4. If the lab chooses to treat the animal:

- a. The PI (principal investigator) or lab member must reply via Cayuse or email [vetstaff@lists.berkeley.edu](mailto:vetstaff@lists.berkeley.edu) and the AHTs or veterinarians will convey a treatment course and expectations.
- b. The AHT will assess the animal and send the information to the veterinarians via approved communication device.
  - The veterinarian will prescribe the appropriate course of action.
- c. If treatment is approved:
  - The AHT will create a red treatment card with instructions and place it on the cage with the cage card.
  - The AHT will send the lab a report via Cayuse, containing the veterinarians prescribed treatment.
- d. If the animal cannot be treated:
  - The AHT will reply via Cayuse that the health concern is too severe to treat and provide the window of time euthanasia must be performed within.  
**Note:** Typically, 12-24 hours.
    - The AHT may euthanize the animal immediately if the condition is deemed too severe by the veterinarian.

5. If the lab does not reply to the standing orders.
  - a. The AHT will check the animal 24 hours after the standing orders were submitted.
  - b. If the animal is still present, it will be euthanized by the AHT and the lab will be charged a fee.
  
6. Animals started on a treatment protocol:
  - a. A recheck will be conducted on day two (2) of treatment to ensure treatment has began.
  - b. Recheck again on the final day of treatment (typically day seven (7)) to determine if the issue is resolved, continued/modified treatment is needed, or if the animal needs to be euthanized.
  - c. If at any point the treatments are not being completed and recorded on the treatment card, the animal will be euthanized and the lab will be charged a fee.  
**Note:** The recheck frequency can be modified at the veterinarian’s discretion.

**REFERENCE DOCUMENTS**

[Mouse and Rat Standing Orders and email templates 2-7-24 ds.docx](#)

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)
1	Amanda Fok	11/19/25	changed director from Dr. Gregory Lawson to Dr. Gregory Timmel
			added how to steps to enter in Cayuse
			changed title from Mouse & Rat standing treatments to Mouse & Rat standing orders