

*Michigan State University*  
*University Laboratory Animal Resources*  
Standard Operating Procedure (SOP)

TITLE : **Mouse and Rat Husbandry : Conventional Housing**

DOCUMENT NUMBER : **ULAR-AC-Q16**

## PROCEDURES

- ✚ **Animal husbandry and observation** must be done every day – **365 days a year (includes Holidays and weekends)**
- ✚ **Room Sequence** : Enter animal rooms according to room sequence chart posted on each animal room doors.
- ✚ **Animal Hazard Control Form** : adhere to instructions on AHCF If necessary contact supervisor for additional instructions.
- ✚ **Room Activity Forms** : **when work is complete**, check boxes on Room Activity Form indicating completed tasks

### 1. Daily Health Observations

- ✚ **Observe animals for health concerns every day – 365 days a year (includes Holidays and weekends)**
- ✚ **If health problems** :
  - Write “P” in the appropriate box on **Room Activity Form** (clipboard outside door).
  - Record **observations** (not diagnoses) on **Animal Health Form** (clipboard outside door):
    - Record illness, injury, deaths, or births, flooded cage, fighting, etc.
    - **Signs of illness** : Ocular or nasal discharge, pale, excessive salivation, sneezing, rough hair coat, hair loss, anorexia, weight loss, adipsia, decreased or no feces, decreased or anuria, polyuria (bedding may contain more urine than other cages), diarrhea, depression, ataxia, change in skin color, masses / lumpy, skin ulcerations, enlarged abdomen, continuous scratching, etc.
- ✚ **Report health problems to ULAR supervisor or ULAR veterinarians**
- ✚ **Complete treatments listed on Treatment Form.**
  - Initial the **Treatment Form** after treatment is administered.
- ✚ **Dead or moribund animals** :
  - Handle according to PI’s instructions : **Moribund animals should be euthanized**
  - Ultimate disposition of carcass :
    - place in ziplock bag, complete **MSU Materials Pick Up Tag**, place bag in carcass freezer

### 2. Daily Husbandry - every day – 365 days a year (includes Holidays and weekends)

- ✚ **Food**
  - *ad lib* unless otherwise instructed - **Animals should always have access to food** unless food restriction is approved on AUF
  - Type of food - listed on **Preferences / Requirements Form**
  - **Project specific feeding instructions** - on **Preferences / Requirements Form**
    - **Ensure palatable** - i.e., **not expired**, not contaminated with debris, water, mold, or otherwise spoiled, rancid

2. **Daily Husbandry** (cont'd)

- Remove contaminated food





 **Water**

- Ensure adequate water – **Animals should always have access to water** unless water restriction is approved on AUF
- If water is cloudy or has debris - empty bottle, rinse well and refill / or change bottle
- **Project specific watering instructions** - on **Room Activity Form** or **Preferences / Requirements Form**
- ❖ Monitor water consumption – ensure animal is drinking



 **Update cage cards :**

- procedures (blood collection, surgery, etc) and dates of procedures
- ensure AUF # has not expired or changed

3. **Daily Duties** - **every day** – **365 days a year (includes Holidays and weekends)**

-  **Record room temperature** (Acceptable temperature (72+/-4)) and Maximum & Minimum temperatures - on **Room Activity Form**
-  **Record Humidity** – on **Room Activity Form**
-  **Record census** - on **Census Form**
-  **Room problems** (i.e., vermin, escaped animals, spills, leaks, vacuum system, lights, electrical, plumbing, cooling or heating malfunctions) :
  - Document problem with a "P" in the appropriate box on the **Room Activity Form**
  - On the back of the Form record date, problem, action and initial
  - Notify **ULAR facility Group Leader or Supervisor**.
  - Continue recording "P" daily until corrected.

4. ***1-3X/ Week Duties and Husbandry***

-  Change rodent cages 1-2X/week
  - Transfer animal to clean cage
    - ◆ No more than 1 inch bedding in cage
    - ◆ Clean cage = cage, wire lid, microisolator lid (if applicable)
  - Food - Transfer to clean cage
    - ◆ Add more food if needed
  - **Enrichment** - Provide PI approved
  - **Transfer cage card to clean cage**
  - Transfer soiled caging to **Dirty** corridor
-  Water bottles and stoppers – change weekly

4. *1-3X / Week Duties and Husbandry* (cont'd)

- ✚ Food jars - change weekly
- ✚ Organize and clean surfaces : including computers, bench and table tops, cabinets, etc  
(surfaces should always be clean)

5. **Do Not :**

- a. Use animal rooms as storage areas
- b. Leave cardboard boxes in animal rooms
- c. Leave unneeded stuff in rooms – rooms should not be cluttered

Approved : 04/01/06

By : Director, University Laboratory Animal Resources