



Do Not Disturb

PERFORMANCE STANDARD: Animals are healthy, well nourished, stress free and serve as good research models.

CAGE MARKING SUPPLIES:

- Using 'Do Not Disturb' (DND) cards requires specific training.
- DND cards are picked up in the front office after signing the Do Not Disturb Card Agreement.
- Research staff are required to list contact information (including off-hours phone numbers) on cages flagged DND so that Office of Laboratory Animal Resources (OLAR) staff can contact them with any immediate concerns.

DO NOT DISTURB	
Contact Name _____	Number(s) _____
Research staff is responsible for cage changes, initial and date below.	
Date/Initials _____	

LLS-1257	

CAGES MARKED WITH THE DO NOT DISTURB (DND) CARD:

- Cages of animals flagged DND will not be opened, pulled out from their slot, moved, or otherwise disturbed by OLAR staff for any reason **except** the following:
 - The cage is flooded.
 - In the event of a flooded cage (regardless of severity), OLAR staff will change the cage and bathe animals (according to the Flooded Cage SOP). OLAR staff will flag all bathed animals with a 'Bathed Animal Notice' and will document the flooded condition on the flood log.
 - Other medical emergency by veterinary discretion.
 - Rack change out is due. (see specific details on page 2 of this document)
 - The animals are found in immediate distress due to lack of food and/or water.
- If a cage is found with no food or water and the animals are **not** in immediate distress, OLAR staff will contact the research staff immediately.
 - Research staff have **two hours** (or by 5 PM if notified after 3pm Monday through Friday) to respond or OLAR staff will open the cage and provide standard food or water.
 - Animal must have access to food and water overnight unless protocol exemption is approved and cages are flagged properly.
- If any animals in the cage are dead, OLAR staff will send a Dead Animal Notice (DAN) to the research staff listed on the cage card.
 - Research staff will have **until 2 PM the day the cage is found** to remove the carcass(es). If the dead animals are not removed by 2 PM, OLAR staff will remove the carcass(es) from the cage.
 - Carcasses found after 2 PM can be removed up until 2 PM of the following day.
 - If all animals in the cage are found dead, OLAR staff will remove the carcass(es) when identified.
 - When the DAN is sent, it will be noted in the email that the cage was marked DND.
- The Rodent Overcrowding Policy will be followed for all breeding scheme scenarios. Notification of non-compliance will be posted at cage level, if the situation is not corrected by 8 AM of the second business day, OLAR staff will correct the condition and charge the \$50 per cage fee, as stated in the Rodent Overcrowding Policy.
- Animals in cages with the DND card should be monitored daily by research staff for overall health, tumor growth, if applicable, feed levels, water levels, dead animals, and cleanliness of cage.
- Research staff are responsible for changing flagged DND cage(s).
 - When cages are changed, the research staff are responsible for documenting the change date and their

initials on the DND card in the space provided.

- Research staff are responsible for saving a scoop of dirty bedding out of each cage to expose to the sentinel.
 - The soiled bedding should be placed into a clean, ziploc bag, labeled with the rack number, date and left on the drop down for the OLAR staff to handle.
 - OLAR staff will add collected soiled bedding to the sentinel cage as soon as possible but no later than the last scheduled workday of the week.
- If a cage is found past the change date, OLAR staff will change the cages and charge \$50 per event. The following is OLAR cage change interval guide:

CAGE CHANGE INTERVAL:	Mouse Static	Mouse Vent	Rat Static	Rat Vent	Multi Species	Diabetic
Mouse	q7d single housed q14d	q14d	NA	NA	q14d	3x/week
Rat	NA	NA	Single housed animals q7d AND Group housed q3-4d	q7d	q14d	3x/week

- If health changes are found, research staff must take appropriate action regarding the changes in health by either contacting a member of the vet staff or by euthanizing the animal(s).
 - If injured animals are found during routine OLAR health checks, the technician will perform and document animal observations without opening the cage and will report findings to the veterinary staff.
 - All injured or sick rodents will be treated as directed by the veterinarians.
- Tumors will be checked 1x weekly by the veterinary staff. If visualization of all animals in the cage is not possible the lab staff will be contacted to schedule a time to pull the cages out for the technician to perform their checks, or give the technician permission to handle the cages. Sanitation of housing racks occurs every 3-6 months, depending upon species housed. No fewer than **3 business days** prior to scheduled change out, the husbandry technician assigned to the room will communicate with the lab staff via email to set a day and time for the rack change out to occur. Lab staff are permitted to move those cages marked DND to the sanitized replacement rack.
 - **Cages marked DND will be moved to the new rack by OLAR staff if the husbandry technician does not receive a response from the lab staff prior to the date the rack is changed or if the person from the lab does not come to the housing room at the agreed-upon time.**
 - Previous rack change date is indicated by the husbandry staff on a tag attached to each rack.
- Failure to comply with the requirements of the 'Do Not Disturb' SOP may result in loss of privilege to maintain DND animals.