



DO NOT DISTURB SOP

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

Research Lab is required to monitor all cages with a Do Not Disturb (DND) flag daily. OLAR staff will do their best to health check, but if any cages are found outside of standard care guidelines, the lab will be responsible.

CAGE MARKING SUPPLIES:

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

DO NOT DISTURB				
Contact Name _____	Number(s) _____			
Date/Initials				
Research staff is responsible for cage changes. Initial and date above. 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:
 - o The cage is wet.
 - In the event of a wet 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 condition on the wet cage log located on the housing room door.
 - OLAR staff will inform the contact on the Do Not Disturb flag, via email, that the cage was found wet, and the cage was changed by OLAR staff.
- If special water or food were affected, OLAR staff will contact the emergency contact for instructions
 - o Other medical emergencies at veterinary discretion.
 - o Rack change out is due (see specific details on page 2 of this document).
 - o 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.
 - o 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 to provide standard diet (2920X) or water.
 - Animal must have access to food and water overnight unless protocol exemption is approved, and cages are flagged properly.
 - During weekends/holidays, time to respond may be decreased from 2 hours
- If any animals in the cage are found deceased, OLAR staff will send a Dead Animal Notice (DAN) to the research staff listed on the cage card.



- When the DAN is sent, it will be noted in the email that the cage was marked DND.
- Research staff will have **until the end of the business day** to remove the carcass(es). If the dead animals are not removed, OLAR staff will remove the carcass(es) from the cage and place in the DAN refrigerator as normal.
- If all animals in the cage are found dead, OLAR staff will remove the carcass(es) when found, unless in CVP chamber with other cages.
- 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 \$75 per cage fee, as stated in the Rodent Overcrowding Policy, without additional lab notification.
- Animals in cages with the DND card **MUST** be monitored daily by research staff for overall health, tumor growth (if applicable), feed/water levels, dead animals, and cleanliness of cage.
- Research staff are responsible for changing flagged DND cage(s), per the appropriate cage change interval based upon species and type of caging (see chart below).
 - When cages are changed, research staff are responsible for documenting the cage change date and their initials on the DND card in the space provided.
 - **For static caging only (excludes CVP & ABSL2+):** Research staff are responsible for saving a scoop of dirty bedding out of each cage they change to expose to the sentinel cage.
 - 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.
 - If a cage is found past the change date, OLAR staff will change the cage(s) and charge \$75 per cage; lab staff will not be notified. The following is OLAR cage change interval guide:

CAGE CHANGE INTERVAL:	Mouse Static	Mouse Vent	Rat Static	Rat Vent	Diabetic
Mouse	q7d OR single housed q14d	q14d	NA	NA	3x/week
Rat	NA	NA	q3-4d OR Single housed q7d	q7d	3x/week

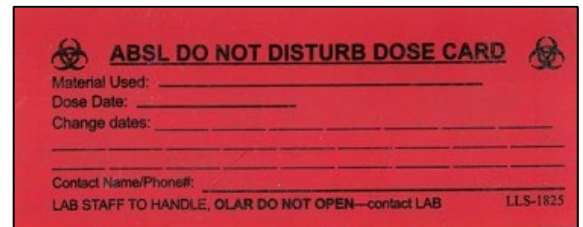
- If health changes are found, research staff must take appropriate action regarding the changes in health by either contacting a member of the vet staff or by euthanizing the animal(s).
 - If injured animals are found during routine OLAR health checks, the technician will perform and document animal 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.



- Flagged tumor study cages will be checked 1x weekly by the veterinary staff. If visualization of all animals in the cage is not possible, research 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 6 months. No fewer than **3 business days** prior to scheduled change out, the husbandry technician assigned to the room will communicate with the research staff via email to set a day and time for the rack change out to occur. If a member of the lab wishes to be present, they 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.**
 - The previous rack sanitation date is indicated by the husbandry staff on the blue rack change tag attached to each rack.
 - If an emergency rack change out occurs, research staff will not be notified.
- If there are a large amount of DND cages, a master flag may be used as a cage change record while all other DND flags must be labeled "see master". Supplies will need to be coordinated with OLAR staff.
- Failure to comply with the requirements of the 'Do Not Disturb' SOP may result in loss of privilege to maintain DND animals and/or reported to the Institutional Animal Care and Use Committee (IACUC) for further action.

ABSL Do Not Disturb:

- ABSL DND flags are used when designated by EHS/OLAR in ABSL 2+ or when ABSL 3 hazards are used. A separate training must be completed in order to use ABSL DND.
- Cages are only to be opened by research staff; OLAR staff cannot open these cages.
- **Research staff are required to respond in-person to any issues requiring the cage to be opened, such as wet cages, deceased animals or no or low food/water within 2 hours.**
- Research staff are responsible for cage changing all cages within the appropriate cage change interval as specified in the table above.
- Failure to comply with the requirements of the 'ABSL Do Not Disturb' SOP may result in loss of privilege to maintain DND animals and/or reported to the Institutional Animal Care and Use Committee (IACUC) for further action.



ABSL DO NOT DISTURB DOSE CARD

Material Used: _____

Dose Date: _____

Change dates: _____

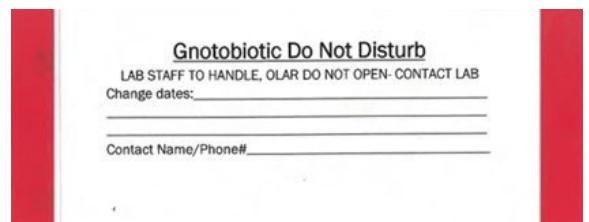
Contact Name/Phone#: _____

LAB STAFF TO HANDLE, OLAR DO NOT OPEN—contact LAB

LLS-1825

Gnotobiotic Do Not Disturb:

- Gnotobiotic DND flags are used when gnotobiotic core cages are transferred out of the gnotobiotic core room and are maintained in a standard housing room in the main facility(ies).
- Cages are only to be opened by the Gnotobiotic Core; OLAR staff should not open these cages.



Gnotobiotic Do Not Disturb

LAB STAFF TO HANDLE, OLAR DO NOT OPEN- CONTACT LAB

Change dates: _____

Contact Name/Phone# _____

A handwritten signature in blue ink, appearing to read "J. R. Smith", is written over the "Approved by:" text.

- **Research staff are required to respond in-person to any issues requiring the cage to be opened, such as wet cages, deceased animals or no or low food/water within 2 hours.**
- Research staff are responsible for cage changing all cages within the appropriate cage change interval as specified above.
- Failure to comply with the above requirements may result in loss of privilege to maintain DND animals and/or reported to the Institutional Animal Care and Use Committee (IACUC) for further action.