

Document Number: ANP004	Title: ESCAPED ANIMALS <u>CONFIDENTIAL INFORMATION</u> MOLECULAR MEDICINE RESEARCH INSTITUTE	Effective Date: JANUARY 2005
Section: Animal Research		Supersedes Date: N/A
Subsection: Procedure		Page: 1 of 1

1.0 OBJECTIVE

- 1.1 The objective of this procedure is to describe the procedures for documenting escaped animals.

2.0 SCOPE

- 2.1 This procedure applies to rats and mice from the MMRI animal care facility that have escaped from cages not due to normal handling routines (cage exchange, receipt procedures, observations, etc.).

3.0 POLICY

- 3.1 It is the policy of MMRI that this procedure be followed to identify and document animals who have escaped from cages.

4.0 RESPONSIBILITIES

- 4.1 It is the responsibility of Manager of Animal Research or designated alternate to implement this procedure and revise it when necessary.

5.0 REFERENCES

- 5.1 SOP #ANP023, Routine Animal Care, Appendix I - Room Maintenance Log

6.0 PROCEDURE

- 6.1 Escaped animals are to be placed in a separate, clean cage in the same room.
- 6.2 Prepare a new cage card for the escaped animal. If the animal has an identification, include all pertinent and related information on the card. If the escaped animal does not have an identification, place a blank cage card on the cage. In both cases, identify the animal as found loose in the room, record the date, approximate time and initials on the card.
- 6.3 Record findings and actions on the Room Comment Sheet and inform the supervisor who notifies appropriate Investigator/Study Director, if possible.
- 6.4 Record final disposition of unidentified animal on the comments section of the Room Maintenance Log.