CHECK SHEET FOR DUTIES PERFORMED BY INVESTIGATOR
A.K.A PI Feed and Water
Sheet

When research staff feed, water, change and/or monitor cages for their animals, proper documentation is required. This documentation ensures all pertinent parties are aware who is responsible for completing respective husbandry duties and that these duties have been completed.

Step 1: Research staff are encouraged to coordinate upcoming experiments involving husbandry duty changes with the animal facility manager and/or room technician.

Step 2: All feed, water and/or supplements must be provided as outlined in the approved protocol. All feed supplied by the PI must be labeled with the mill date or expiration date and stored in sealed, vermin proof containers. Unless indicated otherwise, feed is only acceptable up to 6 months past the mill date. Sterilized water must be stored in sealed, vermin proof containers and may not be used past the expiration date, which is 1 week following autoclaving.

Step 3: Research staff must identify all applicable cages with “PI WILL FEED” and/or “PI WILL WATER” tape. This tape is supplied by DLAM and is located in each DLAM facility. The tape should only be placed on cage cards (ensure the DLAM scan cage card barcode is still readable). “DO NOT CHANGE” cards are available for PIs changing cages and should be placed behind the DLAM scan card.

Step 4: A “CHECK SHEET FOR DUTIES PERFORMED BY INVESTIGATOR” is available through DLAM or can be printed from the IACUC website HERE. The PI must provide all required information and must place the sheet in the housing area according to the DLAM directives. The sheet must be initialed and dated each time a pertinent duty is performed. Indicate when a study is expected to begin and end on the sheet and place or remove the tape / card on the cages so DLAM technicians are aware of the necessary changes.

Tips:

- Remember to check the appropriate boxes in the top right hand corner to indicate which husbandry duty your laboratory personnel will be completing.
- Ensure that each person responsible for providing husbandry understands that if a task is not documented, it is assumed that it did not occur.
**Example:** Correctly completed check sheet

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**PRINCIPAL INVESTIGATOR DUTIES TO BE PERFORMED CHECK SHEET**

**PRINCIPAL INVESTIGATOR:** John Doe  
**PROTOCOL #:** 15-539  
**RESEARCHER PERFORMING DUTIES:** Sue Jones  
**CONTACT #:** (MON-FRI) 94-95 5555; 10-84-5515  
**BUILDING:** GMR-UB 34  
**SPECIES:** Mouse  
**CURRENT MONTH/YEAR:** July 2015  
**DATE DUTIES BEGIN:** 7/18/15  
**ONGOING DUTY:** Feed  
**Monitor**

***For each duty performed, indicate the time and initials of individual performing duties***

<table>
<thead>
<tr>
<th>DUTIES:</th>
<th>Example</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<th>8</th>
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<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
</table>
| Observed feed only  
(maximum of 1 consecutive days between observations; daily if restricted) | JD | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am |
| Feed added to cage | | | | | | | | | | | | | | | |
| Cage Change (weekly; mouse conventional and rat ventilated) (every other week; mouse ventilated and rat ventilated-single housed) | JD | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am |
| Monitoring (as described in protocol) | | | | | | | | | | | | | | | |
| Observed water bottles only  
(maximum of 2 consecutive days between observations; daily if restricted) | | | | | | | | | | | | | | | |
| Water bottles changed  
(factual weekly) | ID | 9am | | | | | | | | | | | | | |

<table>
<thead>
<tr>
<th>DUTIES:</th>
<th>16</th>
<th>17</th>
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<th>19</th>
<th>20</th>
<th>21</th>
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<th>30</th>
<th>31</th>
</tr>
</thead>
</table>
| Observed feed only  
(maximum of 2 consecutive days between observations; daily if restricted) | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am |
| Feed added to cage | | | | | | | | | | | | | | | |
| Cage Change (weekly; mouse conventional and rat ventilated) (every other week; mouse ventilated and rat ventilated-single housed) | | | | | | | | | | | | | | | |
| Monitoring (as described in protocol) | SJ | 9am | SJ | 9am | SJ | 9am | SJ | 9am | | | | | | | | |
| Observed water bottles only  
(maximum of 2 consecutive days between observations; daily if restricted) | | | | | | | | | | | | | | | |
| Water bottles changed  
(factual weekly) | SJ | 9am | | | | | | | | | | | | | |

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Revised 7/2015