

PRINCIPAL INVESTIGATOR (PI) DUTIES CHECK SHEET

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

PI: _____ PROTOCOL #: _____ PERSON PERFORMING DUTIES: _____
 CONTACT # (MON-FRI) & AFTER HOURS: _____ / _____ BLDG/RM/RACK: _____ SPECIES: _____

CURRENT MONTH/YEAR: _____ DATE DUTIES BEGIN/END _____ / _____ OR ONGOING **DUTY: Feed Water Change Monitor**

Are animals on an APPROVED RESTRICTION? If yes, check all that apply**: Feed Water Ok to feed ad libitum on weekend/holiday?

DUTIES:	Example	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Observed feed only <i>(maximum of 2 consecutive days between observations; daily if restricted)</i>	JD 9am															
Feed added to cage																
Cage Change <i>(weekly: mouse conventional and rat ventilated-multi-housed) (every other week: mouse ventilated and rat ventilated-single housed)</i>	JD 9am															
Monitoring <i>(as described in protocol)*</i>																
Observed water bottles only <i>(maximum of 2 consecutive days between observations; daily if restricted)</i>																
Water bottles changed <i>(sanitized weekly)</i>	JD 9am															
DUTIES:	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Observed feed only <i>(maximum of 2 consecutive days between observations; daily if restricted)</i>																
Feed added to cage																
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Water bottles changed <i>(sanitized weekly)</i>																

*** Weight must be recorded at least twice per week for food or water restricted animals.**

**** If animals are on an approved food and/or water restriction, a Feed/Water Restriction card can be placed on cages 02.2017**