# PRINCIPAL INVESTIGATOR (PI) DUTIES CHECK SHEET

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

<table>
<thead>
<tr>
<th>PI:</th>
<th>PROTOCOL #:</th>
<th>PERSON PERFORMING DUTIES:</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>CONTACT # (MON-FRI) &amp; AFTER HOURS:</th>
<th>BLDG/RM/RACK:</th>
<th>SPECIES:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>CURRENT MONTH/YEAR:</th>
<th>DATE DUTIES BEGIN/END</th>
<th>OR □ONGOING</th>
<th>DUTY:</th>
<th>Feed</th>
<th>Water</th>
<th>Change</th>
<th>Monitor</th>
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Are animals on an APPROVED RESTRICTION? If yes, check all that apply**: □Feed □Water □Ok to feed ad libitum on weekend/holiday?

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<tr>
<th>DUTIES:</th>
<th>Example</th>
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<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
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<tbody>
<tr>
<td>Observed feed only (maximum of 2 consecutive days between observations; daily if restricted)</td>
<td><strong>JD 9am</strong></td>
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<td>Feed added to cage</td>
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<tr>
<td>Cage Change (weekly: mouse conventional and rat ventilated-<strong>multi-housed</strong>) (every other week: mouse ventilated and rat ventilated-<strong>single housed</strong>)</td>
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<tr>
<td>Monitoring (as described in protocol)*</td>
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<td>Observed water bottles only (maximum of 2 consecutive days between observations; daily if restricted)</td>
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<td>Water bottles changed (sanitized weekly)</td>
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* **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