UNIVERSITY STANDARD

Title

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
STANDARD ON DOCUMENTATION OF “MONTHLY PRINCIPAL
INVESTIGATOR (PI) CHECK SHEET”

Introduction

PURPOSE
The standards and procedures described below provide guidance in documentation to all
researchers and animal handlers performing duties that would normally be performed by
DCM Husbandry staff (i.e. feed, water, cage change).

SCOPE OF APPLICABILITY
All personnel engaged in assuming normal animal husbandry duties typically performed
by DCM Husbandry staff.

The UNC-CH IACUC expects that anyone involved in animal work at the University
will comply with this Standard. Requests for exceptions to this Standard must be
reviewed and approved by the IACUC.

Standard

When research staff perform duties that would typically be performed by DCM staff, within
a DCM facility, proper documentation is required. This documentation ensures all
pertinent parties are aware who is responsible for completing respective husbandry duties
(feed, water, cage change) and that these duties have been completed. Monitoring of
cages, described in the protocol, or required by DCM or IACUC, must also be
documented. The ‘Monthly PI Check Sheet’ template should be used unless another
arrangement is made in advance with DCM Facility Management. [This template can be
found at the end of this document, following the signature page.]

- The sheets are provided on a monthly basis by DCM Facility management, and
researchers must complete all information at the top of the sheet prior to initiation
of the study to ensure effective communication between DCM and the research
staff.
• Research staff are encouraged to coordinate upcoming experiments involving husbandry duty changes with the animal facility manager and/or room technician.

• All feed, water and/or supplements must be provided as outlined in the approved protocol. Any deviation from typical DCM provided feed or water must be described in the protocol prior to initiation of the study. 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. Feed should be labeled with the PI name and protocol number for which it is being utilized.

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

• A “Monthly Principle Investigator (PI) Check Sheet” is available through DCM or can be printed from the IACUC website HERE. A new sheet must be completed each month and the building, room number and rack number must be listed on the sheet.

• Indicate when a study is expected to begin and end on the sheet and place or remove the tape / card on the cages so DCM technicians are aware of the necessary changes. If a study has finished or there is a break in between subsets of animals, a notation should be made on the sheet for clarification. This should be noted in pertinent duty boxes with either a note, a slash though the box, or both.

• The PI must provide all required information and must place the sheet in the housing area according to the DCM directives. The sheet must be initialed and the time noted when the pertinent duty is performed. If the duty or duties were performed and documentation was missed at the time it was performed, please fill in the information as soon as possible.

Remember:
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. This may lead to interruption in study parameters, as DCM may feed, water or change cages.

**EXCEPTIONS**
Requests for exceptions to this Standard must be reviewed and approved by the IACUC.

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**Definitions**

**IACUC**: Institutional Animal Care and Use Committee  
**DCM**: Division of Comparative Medicine  
**University Standard**: The minimum acceptable limits or rules used to achieve Policy implementation, enforceable by the IACUC.  
**PI**: Principal Investigator

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**Related Requirements**

**EXTERNAL REGULATIONS AND CONSEQUENCES**

**UNIVERSITY POLICIES, STANDARDS, AND PROCEDURES**

For more detailed guidance, please refer to the University Policy on the Care and Use of Vertebrate Animals for Research, Training and Teaching Purposes.

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**Contact Information**

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinary Services</td>
<td>Division of Comparative Medicine (DCM)</td>
<td>919-962-5335</td>
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<tr>
<td>Protocol or Standard Questions</td>
<td>Office of Animal Care and Use (OACU)</td>
<td>919-966-5569</td>
<td><a href="mailto:iacuc@med.unc.edu">iacuc@med.unc.edu</a></td>
</tr>
</tbody>
</table>
**Important Dates**

- Effective Date and title of Approver: 11/2011; UNC IACUC
- Revision and Review Dates, Change notes, title of Reviewer or Approver: Revised 08/2013; Revised 07/2015; Revised 10/2017; Revised, Placed on University Standard Template, Revisions to the check sheet 02/2019; UNC IACUC

Approved by: UNC IACUC

Dr. Roland Tisch
UNC IACUC Chair
02/2019
**MONTHLY PRINCIPAL INVESTIGATOR DUTIES TO BE PERFORMED CHECK SHEET**

**PRINCIPAL INVESTIGATOR:** ________________ **PROTOCOL #:** ________________

**RESEARCHER PERFORMING DUTIES:** ________________ **CONTACT # (MON-FRI) & AFTER HOURS:** ________________

**BUILDING:** ________________ **ROOM:** ________________ **RACK:** ________________ **SPECIES:** ________________

**MONTH & YEAR:** ________________ **DATE DUTIES BEGIN/END**________________ **ONGOING**

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### DUTIES:

**Example**

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<thead>
<tr>
<th>Duties</th>
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<tbody>
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<td>Observed feed only &lt;br&gt;(maximum of 2 consecutive days between observations; daily if restricted)</td>
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<td>Cage Change &lt;br&gt;(weekly: mouse conventional and rat ventilated-multiplex housed) &lt;br&gt;(every other week: mouse ventilated and rat ventilated single housed)</td>
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<td>Water bottles changed &lt;br&gt;(sanitized weekly)</td>
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**Notes:**

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

** If on an approved food or water restriction or deprivation, a Feed/Water Restriction card must be placed on cages

*** If the study has ended or there is an interruption in the study prior to the month’s end, please make an entry noting that (i.e. a note, slash through the date or both)

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**Issuing Office(s):**

OACU

**Responsible Officer(s):**

UNC IACUC

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**Policy Title:** UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL STANDARD OF “MONTHLY PRINCIPAL INVESTIGATOR (PI) CHECK SHEET”

**Effective Date:** 11/2011

**Last Revised:** 08/2013, 07/2015, 10/2017, 02/2019

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**Evidence of Review:**

Last Revised: 08/2013, 07/2015, 10/2017, 02/2019