

# 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

**DUTY:**    Feed    Water    Change  
**Is there anything in the feed/water?**    Yes    No  
**If so, what?** \_\_\_\_\_  
**Approved Restriction/Deprivation:**    Feed    Water \*

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

*If a required duty is not documented, mark that space with "missed" and indicate the reason (i.e., not completed, forgot to document) on the back of the sheet*



**\* If an animal is on an approved food or water restriction or deprivation, a Feed/Water Restriction card (see QR code) must be placed on cage. Note: Weight must be recorded at least twice per week for food or water restricted animals.**

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