

MONTHLY PRINCIPAL INVESTIGATOR DUTIES TO BE PERFORMED CHECK SHEET

PRINCIPAL INVESTIGATOR: _____ PROTOCOL #: _____

DUTY: Feed Water Change Monitor

RESEARCHER PERFORMING DUTIES: _____ CONTACT # (MON-FRI) & AFTER HOURS: _____/_____

BUILDING: _____ ROOM: _____ RACK: _____ SPECIES: _____

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

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

APPROVED RESTRICTION OR DEPRIVATION?*** Feed Water

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																
Cage Change <i>(weekly: mouse conventional and rat ventilated-multi-housed) (every other week: mouse ventilated and rat ventilated-single housed)</i>																
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>																

* **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 notating that (i.e. a note, slash through the date or both)**