

Special Care by PI

Month/Year: _____ Building: _____ Room #: _____

Dates Care To Be Provided By PI

FROM: _____ TO: _____

Date/Time DLAM Assumes Care:

Day of Month	No Food	No Water	PI Feed	PI Water	PI Change Cage	Other:	Day of Month	No Food	No Water	PI Feed	PI Water	PI Change Cage	Other:	Day of Month	No Food	No Water	PI Feed	PI Water	PI Change Cage	Other:	
	Initials	Initials	Initials	Initials	Initials	Initials		Initials	Initials	Initials	Initials	Initials	Initials		Initials	Initials	Initials	Initials	Initials	Initials	Initials
1							11							21							
2							12							22							
3							13							23							
4							14							24							
5							15							25							
6							16							26							
7							17							27							
8							18							28							
9							19							29							
10							20							30							
														31							

PI/Research Staff must initial each task when completed for dates of special care.

IACUC approved protocol #: _____ Protocol expiration date: _____

Person responsible for special care: _____ Signature (PI or designee): _____

Emergency contact info Ph #: _____ Email: _____

Describe in detail the special care that the PI will provide:

	Study Group	
	Cage Card Numbers	

Special Care by PI - Instructions

General Information

- Research staff uses this form to document their responsibility for services outlined under 'PI special care' items.
- Feed and water restriction must be described on Investigator's approved IACUC protocol.
- When services conclude, DLAM staff will collect the room sheet from the room.

Research Staff

- Identify cages that will receive a 'PI special care' item by placing a 'Special Care by PI' card or individualized identification tag on each cage.
- Every day, including weekends and holidays, initial the cell for the specific date & item PI is providing 'special care.' If several days supply of food/water is provided at a time, annotate this in the "Description Box" to explain the absence of initials on each and every day. Likewise, specify the cage change frequency. Change cages according to the standard schedule for the room, and more frequently if needed.
- In the "Other" column, add a keyword that represents the special care, when applicable.
- The "Study Group" box is available to identify different groups, if more than one is present. For example, a group consists of cages requiring same services for the same period of time. If cages are added with a new date range, then this would constitute a new study group. Hence, requiring a separate form and a new group designation. Add the cage card numbers to the form as cages are added to identify different group sets.
- When an animal is labeled as 'PI feed' and 'PI water,' it is the investigator's responsibility to ensure the animals are fed and/or watered each day, unless other arrangements are made with the DLAM Facility Manager or designee. Animals not fed/watered in a timely manner may result in the animals being fed the standard rodent chow and/or water by DLAM staff (after attempting to contact PI). If there are other extenuating circumstances where an individual is unable to attend to their animals in a timely manner, please contact the DLAM Facility Manager or designee to make any necessary arrangements.
- When DLAM assumes care of cage/s, the cards or tags will be removed and cage returned to original set up. Once all cages are back to DLAM care, the sheet will be removed from room.

DLAM Staff

- Review form for proper completion. Ensure services are being provided by research staff as outlined on "Description Box."
- Daily, review date on 'DLAM Assumes Care' box. When the date is reached, return cage to its default husbandry state (e.g., animals fed, water bottles filled with water, automated water, and/or cages changed) and remove 'Special Care by PI' card.
- Contact your supervisor if any questions arise.
- When services conclude, remove form from room. Staple any corresponding cards to sheet and return documents to supervisor.
- Ensure a new monthly form, if required, is available and completed before the beginning of new month.