



SOP #: 314.01

Title: SOP - Census Sheet Procedure

Approvals:

Attending Veterinarian

Date:

10/11/12

Assistant Director LAR

Date:

10/11/12

1. Purpose

1.1 The intent of this standard operating procedure (SOP) is to establish proper guidelines to fill the Census Report Form.

2. Responsibility

2.1 ACF Personnel

3. Definitions

3.1 ACF - Animal Care Facility

4. Guidelines

4.1 The animal census is performed every Wednesday.

4.2 All USDA covered animal species and rats should be individually counted.

4.3 Mice should be counted by cages.

4.4 The census activity sheet should be found on a clip board inside the animal room.

4.5 To count the animals, always check each individual protocol listed on the cage card (PI may have more than one protocol for the same species of animal).

4.6 If investigators ask to remove animals from their colony during the day of census count, these animal should not be part of the total amount currently in the room.

4.7 Ending count from previous month should always match the beginning count of the new month.

4.8 At the end of the month be sure that all calculations are correct and begin with a new sheet on the first day of each month.

5. References

5.1 N/A