

**University of Notre Dame Institutional Animal Care and Use Committee**  
**Program of Veterinary Care (USDA Covered Species and Amphibians): Reporting Sick Animals and Follow-up Care**

## **Background**

The Regulations of the Animal Welfare Act and the Guide for the Care and Use of Laboratory Animals both include provisions that require proper veterinary care to be provided to sick animals used in teaching, testing, or research. In that regard, this document describes standards and procedures for reporting sick or dead animals to the veterinary staff.

## **Procedures**

1. All sick, injured or abnormal (including behavior) USDA covered species and amphibians housed in FLSC should be reported to Dr. Suckow, Valerie Schroeder, RVT, or Kay Stewart, RVT. Those animals housed in RCH should be reported to Dr. Suckow, Vicki Western, RVT, or Kay Stewart, RVT. This is done by placing a completed **Animal Illness or Injury Report** form on the outer door to the room where the animal is housed or on Dr. Suckow's office door. On weekends, attempts to contact the attending veterinarian (Dr. Mark Suckow) should first be made by phone 631-5393. If unsuccessful, Dr. Suckow can be contacted by email: Suckow.1@nd.edu. If Dr. Suckow is out of town, Ms. Kay Stewart should be contacted by phone 631-6086 or email: Stewart.1@nd.edu. Weekend emergency numbers are available in offices in FLSC and RCH.

2. Upon notification, a member of the veterinary staff will conduct an initial evaluation of the animal. The **Animal Illness or Injury Report** form will then be referred to Dr. Suckow for further consideration based on the initial findings of the veterinary staff. The Attending Veterinarian will be notified of all **Animal Illness or Injury Reports**. When the case is resolved, reports will be filed in the Veterinary Log for the year in which the injury/illness occurred and with the animal's medical record.

3. If an animal is unexpectedly found dead, the Notification of Animal Death form will be filled out and maintained in a file located in office 408. Forms will be maintained in the "Unexpected Death" file for three years beyond the date of the animal's death. Animal deaths which result in a necropsy being performed will be attached to an **Animal Illness or Injury Report** and be located within that record stream.

4. The Director, Associate Director or Facility Managers will contact investigators regarding animals found sick or dead.

5. The veterinary staff may perform specific diagnostic procedures or recommend treatment. Some cases however may not require such efforts. Veterinary visits, observations, clinical progress, and recommendations are recorded on the **Animal Illness or Injury Report**. The veterinary technicians oversee medical treatment of sick animals, although other trained personnel may also be instructed to provide specific treatments. Rabbit feed/water consumption and fecal/urine output will be recorded on the **Rabbit Observation Chart**. An **Animal Illness or Injury Report** form should be submitted for any rabbit that has complete anorexia for greater than 48 hours. (See Rabbit Anorexia Guidelines)

6. Reported animals will be monitored until clinical resolution or euthanasia.

7. Records for animals being actively treated or monitored will be kept on the animal room door. Once the case is resolved or the animal has been euthanized, records will be maintained in order of occurrence in the Veterinary Log file in Dr. Suckow's office. All records will be maintained for a minimum of three years beyond the death of the individual animal. Copies of reports will be kept in individual medical records for rabbits, guinea pigs, or hamsters.