

**University of Prince Edward Island
Animal Care Committee
Standard Operating Procedure**

SOP #: ACC - CT02

SOP Title: UPEI / AVC Veterinary Facility Rounds

SOP Section: Clinical Technique

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Created: July 2010

Version Date: May 2018

Review Date: May 2021

1.0 Purpose

- 1.1 Remain current on facilities issues that could affect animal welfare within each animal housing or procedural area on UPEI / AVC campus.
- 1.2 Remain current on activities/protocols occurring in the facility.
- 1.3 Work with facility managers to recognize animal welfare or regulatory issues and ensure that problems are identified and corrected.
- 1.4 Develop a professional working relationship with managers, animal care staff, PIs, and research staff.

2.0 Materials

- **Appendix 1** - UPEI / AVC Veterinary Rounds Report Form

3.0 Procedures

- 3.1 The University Veterinarian or an assigned representative will physically visit each animal facility to examine the following:
 - Animal Health
 - Housing and Environmental Conditions
 - Animal Care/Veterinary Care
 - Sanitation
 - Record Keeping
- 3.2 Document aspects of the program that were monitored using the UPEI / AVC Veterinary Rounds Report Form and provide expected correction dates. These dates are determined depending on urgency and implications to animal health, logical and realistic time frames, input from facility administrators and managers, input from PI/staff, and input from maintenance crews.
- 3.3 Share information provided in the report with the facility manager, University Veterinarian and the principal investigator or research staff.
- 3.4 Use the previous rounds report as the template for the subsequent facility visit report form.

3.5 Documentation

- i. Produce a rounds report in a timely manner after the visit. A rounds report consists of the Facility Round Form, with identified facility problems and a brief description of actions taken and plan of action that include the expected correction dates.
- ii. The University Veterinarian maintains the report for 3 years.

3.6 Unresolved Problems

- i. Report to the University Veterinarian any problems that cannot be resolved in a timely manner with available resources.

APPENDIX 1

UPEI / AVC Veterinary Rounds Report Form

Facility Name & Date:		Next Scheduled Visit	
Facility Visit Date:			
Attendees:			
	Issues to address:	Due date:	Completed:
1. Facility A. Condition of surfaces; wall, floors, ceiling etc. B. Security C. HVAC D. Exterior building condition: fences, pastures, etc.			
2. Maintenance Records A. Eg: cage washer, ventilation, IVC units, hoods, generators B. Pest control C. Microbiological Monitoring D. Water system... cleaning / flushing / testing			
3. Special Equipment Maintenance A. Euthanasia equipment CO2, scissors, guillotine B. Anesthesia machines, Monitoring equipment			
4. Signs and Notices A. Emergency on call B. PI contact C. Biohazards Identified D. SOPs E. ACC Protocol References			
5. Occupational Health A. Personal training up to date B. PPE/Institutional Clothing			
6. Animals A. Space B. Cleanliness C. Lighting D. Enrichment...maximal and appropriate E. Health, Vet Care and Records F. Morbidity and Mortality Records G. Food and water...in date and clean			
7. Procedures and Surgeries A. Approved on protocol B. Conducted in appropriate space C. Records...Monitoring anesthesia, analgesia and post procedural care D. Drugs and supplies in date and appropriately stored E. Needles and syringes double locked			
8. Post Approval Monitoring A. What AUPs are currently applicable to this facility? If many provide examples. B. Are procedures being observed by ACC members on this visit? What procedures under which protocol(s)? C. Are the personnel appropriately trained to perform these procedures? D. Are the procedures for these protocols identical to what is described in the AUP? E. Are Humane Endpoints or intervention points being observed as per the AUP? F. Do the personnel understand the humane endpoints or intervention points in the AUP?			
Additional Comments:			