

**The University of Kansas
Animal Care Unit (ACU)**

**Standard Operating Procedure
Request for Veterinary Care**

1.0 Scope and Application

The reporting of illness or injury of research animals should be done in a real time effort. The Animal Report Form serves to initiate the request for veterinary care while communicating contact information and a description of the problem. In an emergency situation the form may be completed after contacting the veterinarian directly.

2.0 Summary of Method

- After identifying an animal or animals in need of veterinary care, the technician, husbandry supervisor, or principal investigator must complete an Animal Report Form. Completed forms must be hand delivered, faxed (864-5305) or emailed (acu@ku.edu) to the ACU office.
- The individual reporting the ill/injured animal must also complete the designated portion of the red “sick animal” cage card. This card must be attached to the primary enclosure housing the ill/injured animal.
- In the event multiple animals in the same primary enclosure require veterinary attention, only one Animal Report Form and one “Sick Animal” cage card should be completed.
- An ACU veterinarian is responsible for timely evaluation of all reported animals. In the event a veterinarian is unavailable, the ACU veterinary technician may evaluate and communicate findings to the veterinarian.
- Assessments of the animal’s condition and treatments must be recorded on the “Sick Animal” card. The card will serve as the animal’s medical record and must remain on the primary enclosure until the medical problem has been resolved. Cage cards will be maintained for up to one year following case resolution.

Revision History

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