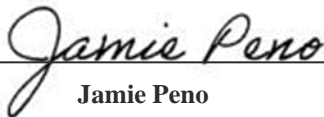
 <div style="display: inline-block; vertical-align: middle;"> <b>DIVISION OF RESEARCH &amp; INNOVATION</b>        Research Integrity &amp; Compliance     </div>		<b>UNT Lab Animal Facility</b> <b>Standard Operating Procedures</b>	
<b>Title:</b> Animal Census Procedures in the UNT LAF			
<b>Effective Date:</b>	August 15, 2021	<b>Document Number:</b>	LAF-SOP-05-06.00
<b>Approval/Date:</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">         _____  <b>Jamie Peno</b>        Assistant Vice President, Research Integrity and Compliance     </div> <div style="text-align: center;">       8/15/2021        _____  <b>Date</b> </div> </div>			
<b>REVISION HISTORY</b>			
<b>Date</b>	<b>Section</b>	<b>Author</b>	

## PURPOSE

Regulations require that all use of USDA regulated species be documented and reported annually and that all animals engaged in studies be properly identified and documented appropriately to assure adequate provisions of care. The UNT LAF keeps record of all animals housed and bred in the LAF using a census and reports this to Research Integrity and Compliance IACUC staff annually and as needed. This procedure should be followed by LAF and research staff to ensure accurate census records are maintained and reported.

## SCOPE

It is the responsibility of the Principal Investigator to ensure all LAF procedures are followed by research staff to ensure methods for accurate animal census maintenance and identifying animals with appropriate record keeping.

It is the responsibility of LAF Management to develop and maintain a method of documenting animal census information accurately for all animals housed and born in the LAF and to provide this census as needed to the IACUC and Research Integrity and Compliance for regulatory reporting.

## DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton

IACUC- Institutional Animal Care and Use Committee

AUP- UNT approved Animal Use Protocol

SOP/SOP's- Standard Operating Procedure(s)

LAF- Laboratory Animal Facility

AV- Attending Veterinarian

## **PROCEDURES**

- I. Animal Census**
  - A.** The LAF Census includes species and numbers housed and/or used for research and/or teaching in the LAF.
    - 1. Room logs are maintained daily at the entrance of each animal housing suite.
    - 2. Daily census numbers are compiled from paper room logs and recorded monthly in an electronic spreadsheet.
  - B.** All USDA regulated animals are housed in the LAF and will have appropriate intake and animal history records maintained in the LAF.
  - C.** All animal orders at UNT must be approved by UNT LAF Management to ensure appropriate records are kept. (See UNT IACUC SOP 02-01 Animal Ordering and Procurement)
- II. Reporting of Census Information for the LAF**
  - A.** Annually and as requested, LAF Management will provide appropriate and accurate animal census information to Research Integrity and Compliance IACUC Staff as well as have it available for UNT IACUC review and regulatory inspecting agencies upon request.
  - B.** All USDA species census information must be reported annually.

## **REFERENCES**

- 1. The Guide
- 2. UNT IACUC SOP 02-01 Animal Ordering and Procurement
- 3. UNT Animal Research Policies and Procedures

## **APPENDECES**

Lab Animal Facility Procedures