

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 010.22

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TITLE: **Handling, Storage, and Retrieval of Records and Data**
SCOPE: All Animal Program Personnel
RESPONSIBILITY: Directors, Facility Managers, Veterinarians, All Animal Program Personnel
PURPOSE: To Outline the Proper Practices Which Govern Record and Data Handling, Storage, and Retrieval

I. PURPOSE

1. The following procedures are followed to ensure the identity, integrity, and records (such as room status sheets, health and environmental concern forms, autoclave, cage wash and refrigerator monitoring logs, and instrument and equipment calibration records).

II. RESPONSIBILITY

1. All program staff contributes to the proper handling, storage and retention of all materials, reports, data, and findings associated w Animal Health (CMDC #077) Environmental Concern Sheets
 - b. *Cagewash Temperature Monitoring Sheets* (CMDC #081)
 - c. *Refrigerator/Freezer Temperature Monitoring Sheets* (CMDC #020)
 - d. *Food & Bedding Room Temperature Sheets* (CMDC #082)
 - e. *Autoclave Monitoring Records* (CMDC #121)
 - f. *Rodent Medical Records* for non-regulated species (CMDC #139)
 - g. *Pest Control Records*
 - h. *Rooms Status Sheets* (e.g., CMDC #041)
 - i. *Sanitation Efficacy Logs* (e.g., AccuPoint[®])
 - j. *Bioquell HPV Decontamination Records*
 - k. *Enrichment Records* (CMDCs #177, #189, #190, #191)
 - l. *Progress Notes* (for **non-regulated** species CMDC #013)
 - m. *Animal Concern Forms* (CMDC #155)
 - n. *Thermometer/Hygrometer Calibration Record* (CMDC #023)
 - o. *Vehicle Temperature/Sanitation Log* (CMDC #249)

11. Animal Medical Records are maintained as required by the ***Animal Welfare Regulations, Part 2, Subpart C, Section 2.35b***– for three (3) years from completion of the study (i.e., IACUC protocol closure).

B. Archival of Animal Medical Records and Per Diems

1. **USDA regulated animal medical records are maintained and archived by federal fiscal year in the Box** in a Portable Document Format (PDF).
2. At the end of each month and prior to the 15th of the subsequent month, the facility manager ensures the records are complete and then scans the documents to their respective individual management area folder in the “KonicaMinoltaShared” folder in the Box).
3. Upon completing the document scan, the Facility Manager reviews the scanned files to ensure they are complete, legible, and properly oriented, and when confirmed, names the scanned document.
 - a. Scanned animal medical records for nonrodent USDA species are identified with the animal’s unique intramural USF identification number (assigned upon arrival and described in ***SOP #015 Animal Identification***).
 - b. Scanned animal medical records for USDA rodent species are identified with either the animal’s unique intramural USF identification number or may be identified and maintained as batch records.
 - c. Paper copies of scanned documents are maintained in the College of Medicine (COM) office MDC 1034 until the veterinarians have ensured the scanned documents are complete and accurate.
4. Beginning on the 15th and prior to the 30th of the subsequent month, clinical veterinarians will compare the scanned documents with paper copies, and when deemed accurate, move the electronic PDF copies into a *Medical Record* sub-folder in the appropriate species folder within the current federal year folder. At this time the paper copies of the scanned documents are shredded.
5. For annual reporting purposes of regulated species, the facility manager will scan the completed **September Per Diem sheets** into the federal fiscal year folder within the “KonicaMinoltaShared” folder annually, prior to the end of October.
6. The Fiscal & Business Specialist maintains the ***Animal Identification Log*** for regulated species and scans this completed document into each regulated species folder within the federal fiscal year folder annually, prior to the end of October.
7. Beginning the 1st and prior to the 15th of November each year, the Assistant Directors will ensure the federal year folder is complete.
8. The completed federal year folder is copied to disc and maintained in the CM administrative office MDC 1047.

Approved:

Date: