

# Provision of Special or Treated Feed or Water to Experimental Animals Policy

## I. Purpose

The purpose of this policy is to ensure, as much as possible, the comfort and safekeeping of animals used in research at Albert Einstein College of Medicine (Einstein).

## II. Scope

This policy applies to all research experiments and programs at Einstein.

## III. Policy

### A. SPECIAL OR TREATED FOOD AND/OR WATER

If treated or “special” food or water is necessary for experimental animals as part of the approved animal use protocol, the Principal Investigator (PI) is responsible for ensuring that animals always have access to food and water.

#### 1. SPECIAL FEED/WATER – IAS PROVIDES (FEEDS)

It is the responsibility of the PI to:

- Make prior specific arrangements with the Institute for Animal Studies (IAS) facility supervisor to review the feeding/watering procedures.
- Provide special feed or treated water in a clearly labeled vermin-proof container in the animal facility. If requested to do so, IAS staff will notify the investigator when the stock supply in the room is getting low.
- Ensure that all feed /water stock containers are appropriately labeled with the PI’s name, feed ingredients/contents, the milling or preparation date, and expiration date.
- Note: If the IAS is to provide special feed or water on WEEKENDS and/or HOLIDAYS, the PI must leave a clearly labeled container of the special food or water in the animal room with specific instructions, by (no later than) 1:00 PM on Thursday or for two days.
- Ensure that each cage of animals receiving special food or water is clearly labeled by the PI to alert the IAS staff not to give regular food/water to the cage. Tinting treated water with non-toxic food coloring is also recommended to help prevent inadvertent errors.

- Preprinted PINK CARDS – “SPECIAL FEED-IAS FEEDS”, provided by IAS, must be placed in the cage card holder. The responsible researcher/contact name, Einstein lab or office telephone, and an emergency (weekends, holidays) telephone number must be included on all PINK CARDS.
- PINK CARDS must be appropriately dated to indicate the date/time/interval they receive special feed and the PI must promptly remove the PINK CARD when the animals are returned to regular food/water.

## 2. SPECIAL FEED/WATER – PI PROVIDES (FEEDS)

FOR ALL CASES IN WHICH THE PI PROVIDES FOOD AND/OR TREATED WATER, the PI must also ensure documentation of feeding/watering.

- Ensure that each cage of animals receiving special food or water is clearly labeled by the PI with the SPECIAL FEED/WATER – PI FEEDS PINK CARD to alert the IAS staff not to give regular food/water to the cage. Tinting treated water with non-toxic food coloring is also recommended to help prevent inadvertent errors.
- The responsible researcher/contact name, Einstein lab or office telephone, and an emergency (weekends, holidays) telephone number must be included on all PINK CARDS.
- Cage service (feeding & watering) MUST BE DOCUMENTED ON THE BACK OF THE PINK CARD, indicating that the cages are routinely checked (DATE) and provided adequate feed and/or water.
- Alternatively, only when many cages are treated exactly the same way by a specific individual, a PI-specific animal husbandry activity log sheet may be used to document activity. However, each cage must be clearly marked with a PINK SPECIAL FEED/WATER – PI FEEDS PINK CARD.
- The PI/responsible contact must promptly remove the SPECIAL FEED/WATER PINK CARD when the animals are returned to regular food/water.

If at any time the IAS staff finds animals without access to food or water (except as part of an approved protocol {see Food and Water Restriction, below}), and/or if no replacement stock is available, the IAS staff member will notify the facility supervisor.

- The supervisor will attempt to contact the responsible researcher using the information provided on the pink card.
- If the responsible researcher cannot be reached the IAS will provide the animals standard feed and/or water to the animals at the discretion of the Clinical Veterinarian.
- The animal caretaker/IAS staff member will document the provision of food or water on the cage card of each cage receiving food or water.

## B. DEVIATIONS FROM AD LIBITUM FOOD AND/OR WATER AVAILABILITY [FOOD AND/OR WATER RESTRICTION, SCHEDULING, etc.]

If limited, scheduled, or restricted food or water is necessary for experimental animals as part of the approved animal use protocol, the PI is responsible for ensuring that animals have access to food and water according to what has been described and approved in the Animal Use (IACUC) protocol and communicating their activities effectively with the IAS animal care staff. The PI must ensure that:

- Each cage of animals on food or water restriction is clearly labeled by the PI to alert the IAS staff not to give food/water to the cage. Preprinted DO NOT FEED or DO NOT WATER PINK CARDS, provided by IAS, must be placed in the cage card holder. These cards must be complete, including the start and end dates, contact person, contact laboratory or office phone, and an emergency (weekend & holiday) phone number. The PI must promptly remove the DO NOT FEED or DO NOT WATER PINK CARDS when the animals are returned to ad lib feeding or watering.
- FOR ALL PI-RESTRICTED/LIMITED/DEPRIVED FOOD AND/OR WATER CONDITIONS, CAGE SERVICING AND MONITORING MUST BE DOCUMENTED DAILY ON THE BACK OF THE PINK CARD, indicating when (date & time) the animals received food or water.
- If at any time the IAS staff finds animals without food or water AND the pink card lacks documentation of (at least) the prior day's feeding the IAS animal caretaker/staff will inform the facility supervisor and Clinical Veterinarian
  - The supervisor will attempt to contact the responsible researcher using the information provided on the pink card.
  - If the responsible researcher cannot be reached or does not provide evidence that the animals have been fed in the past 24 hours, the IAS will provide the animals standard feed and/or water to the animals at the discretion of the Clinical Veterinarian.
  - The animal caretaker/IAS staff member will document the provision of food or water on the cage card of each cage receiving food or water.

#### IV. Definitions

None.

#### V. Effective Date

Effective as of: 20 February 2018.

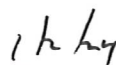
#### VI. Policy Management and Responsibilities

Einstein's Institutional Animal Care and Use Committee (IACUC) is the Responsible Office under this Policy. The Institutional Official for the IACUC is the Responsible Executive for this policy. The IACUC Chairperson is the Responsible Officer for the management of this policy.

#### VII. Approved (or Revised)



Institutional Official



Date

Revision dates: 5/16/2001, 6/15/2011, 12/17/2013, 7/15/2014, 2/20/18, 12/19/2023.