

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 404.5

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### III. ANIMAL MEDICAL RECORDS

1. Regulated rodent species are assigned a unique intramural USF identification number by the Program Assistant, indicating federal fiscal year received, species, and cumulative number used. A batch of unique identification numbers can be assigned to a group of animals arriving as a group, or during inventory adjustment for animals being weaned as a group.
2. **Medical records for USDA-regulated rodent species** (e.g., guinea pigs, hamsters, naked mole rats, and gerbils) may be maintained as **colony records** for procedures performed on all animals in a group (e.g., arrival, routine husbandry, vaccinations, preventative medical procedures, surgery, research procedures, or treatments). However, **individual treatment(s) of an animal must be an entry specific to that animal.**
3. An *Arrival Status*

10. **Log entries describing surgical procedures, or procedures involving a surgical plane of general anesthesia**, of USDA-regulated rodent species must be kept by the PI and research staff in the animal facility on a ***Rodent Su***

16. When **clinical abnormalities** are recognized in USDA-regulated rodents