**ALL INFORMATION AND DATA RECORDING**

* + - A form is a printed page to collect and display information related or required for reference.
    - A record sheet is used to record any and all activities and observations relating to the study and the animals involved in the study by approved persons.
    - **Information must be entered immediately on completion of the task.**
    - The time is recorded using the **24-hour clock system.**   
      For example, 8am is 08.00; 2pm is 14.00 and so on.
    - Complete each page header – no blank areas
    - The Area Manager will use the study record sheets as a means to check the progress of the work throughout the activity of the study.

**Basic rules when filling in/adding information to form/records**

* 1. The aim is to produce a good quality record that should be:
     + - Legible
       - Reliable
       - Authentic
       - Valid
       - Recorded at the time of occurrence – not later in the day
       - Recorded in black or blue ink

**Other information**

* Any unused boxes/ areas must be marked “NA” / or a diagonal line drawn through them, to ensure that no data can be entered in retrospect.
  + - * It may be necessary for critical procedures, where technicians are working in pairs, to put a diagonal line though the ”signature box” allowing space to include two initials.
      * You need to be aware of what data you are recording and signing for. If you are unsure, then ask.
      * All data should be recorded immediately, accurately and legibly so that records are up to date and complete at all times.

**Use correct correction procedures** It may be that you made a mistake when entering the data; do not try to cover this up: we all make mistakes and we need be honest about them

* + - * Any changes made to data must be done immediately (it is not possible to alter data after the event).
      * Any changes should be made so as not to obscure the previous entry, they should be dated and initialled / signed by the person making the changes.  
        For example:



**STUDY LOG FRONT COVER**

**Purpose**: To provide a quick reference on the basic study information

**Responsibility**: The area manager prior to receiving the animals

**Materials**: The majority of the information on form is computer generated

**STUDY RECORD**

**Purpose**: A record of daily study activities/interventions and animal observations

**Responsibility:** All persons related and involved with the study on record

**Materials:** Record sheet, black or blue pen

**Considerations**: A person not verified on this form, may not sign any of the study record sheets

**Method**: Add detailed information on all activities and observations IMMEDIATELY in clear legible handwriting.

**WEIGHT RECORD**

**Purpose**: A record of animal weight, indicating gain/loss of weight recorded in g or kg.

**Responsibility**: All persons related and involved with the study on record

**Materials:** Weight record sheet, black or blue pen, appropriate calibrated scale, appropriate secure animal holding container for weighing

**Considerations:** A person not verified, may not sign any of the study record sheets. Individual animal weights need to be recorded at the intervals stated in the study application.

Weight loss of more than 10% from the first or highest body weight attained, needs to be reported to the area manager/veterinary personnel.

Failure to gain weight when compared to control groups need to be reported.

**Method:** Record the actual weight of each animal.Calculate the weight gain or loss and record in the space allowed (+ or -). [Highest weight – reduced weight = weight loss.]

**Calculate % weight loss: (**weight losshighest weight) x100 = weight loss %

**WELFARE SCORE SHEET**

**Purpose**: To monitor animals for signs of pain, suffering and distress associated with interventions/procedures

**Responsibility**: The responsible researcher(s) and CAS staff

**Materials**: Welfare score sheet, black or blue pen

**Considerations:** The ability to recognise signs of suffering and take early appropriate action

**SEDATION & PREPARATION**

**Purpose**: Record all processes, procedures and information related to surgical preparation

**Responsibility**: Registered/ authorised CAS personnel and researcher in attendance

**Materials**: Record sheet, black or blue pen

**Considerations:** supply all information required. Cross out boxes not applicable

**PROCEDURE / ANAESTHETIC MAINTENANCE**

**Purpose**: Record all processes, procedures and information related to intervention

**Responsibility**: Registered/ authorised person and person in attendance

**Materials**: Record sheet, black or blue pen

**Considerations:** supply all information required. Cross out boxes not applicable

**STUDY SUMMARY**

**Purpose**: To provide a quick reference to the study information, focussing on animals and interventions approved. Action permissions given and a summary of the study design with timelines and drug lists.

**Responsibility**: PI to complete the summary of study design linked to allowed information to be made available.

**Materials**: Signature sheet, black or blue pen

**Considerations:** The majority of the information on form is computer generated by CAS and PI

**APPROVED SIGNATURE SHEET RECORD**

**Purpose**: A record of approved names, signatures and initialling style for quality control

**Responsibility**: All persons related and involved with the study on record (including CAS staff)

**Materials**: Signature sheet, black or blue pen

**Considerations:** A person not verified on this form, may not sign any of the study record sheets

**HISTORY & NECROPSY RECORD**

**Purpose**: Record research interventions/activities to provide information relevant to interpreting PM findings

**Responsibility**: Researcher complete general information and history (study monitor if required). Veterinarian complete PM findings

**Materials**: Study record, black or blue pen; Gloves, mask, scalpel, forceps, scissors, sample containers

**Considerations**: Identify possible biohazardous/venomous specimens to be necropsied

**Method**: Remove dead/euthanized animal from cage/pen. Mark clearly with AREC #, animal ID, cage number. Inform area manager/veterinary personnel, researcher

**TRAINING REGISTER**

**Purpose**: A record of training related to the study required, given and the outcome achieved.

**Responsibility**: All persons related and involved with the study on record (including CAS staff)

**Materials**: Register sheet, black or blue pen

**Considerations:** Only once competency (authorisation) is achieved, may the person be involved with the actions required