



**Florida State University  
Laboratory Animal Resources**

**Standard Operating Procedure  
Request for Veterinary Evaluation of Animals**

**1.0 Scope and Application**

The reporting of illness, injury, or abnormal behavior of research animals should be done as soon as the condition is observed to prevent ongoing pain or distress to the animal. The method outlined below describes the process to initiate a request for veterinary evaluation and details clinical record-keeping requirements.

**2.0 Summary of Method**

- The individual identifying animals needing veterinary attention **must** complete a Clinical Case Request form. **Flagging an animal's cage with a "sick animal" cage card alone does not initiate a request for veterinary care.**
- The Clinical Case Request form is available online at <https://lar.fsu.edu/forms/clinical-case-request/>. Additionally, signage providing a QR code for form access is prominently displayed throughout Laboratory Animal Resources (LAR) facilities.
- In an emergency, the Clinical Case Request form may be completed after contacting a veterinarian directly by phone or in-person. Personnel submitting a Clinical Case Request form after normal business hours, on weekends, holidays, or University closings must telephone the LAR veterinarian on-call to provide notification of the submission of a Clinical Case Request.
- The individual reporting the ill/injured animal **must also** complete the designated portion of the green "sick animal" cage card. The "sick animal" cage card must be placed in the cage card holder on the primary enclosure housing the ill/injured animal. **The "sick animal" cage card must be placed in front of all other cage cards to assist in the quick identification of animals requiring veterinary attention.**
- A single Clinical Case Request form and "sick animal" cage card can be completed for multiple animals in the same cage with the same condition. Separate Clinical Case Request forms and "sick animal" cage cards should be completed for animals in the same cage with different health conditions.
- A LAR veterinarian is responsible for evaluation of reported animals within 24 hours of initial notification.

- LAR veterinarians will develop a treatment plan and notify the principal investigator or other laboratory designee before initiating treatment. Treatment arrangements will be coordinated with research personnel or the responsible LAR husbandry technician. In the case of a pressing health problem, if laboratory personnel are not available, LAR veterinarians have the authority to treat the animal, remove it from the experiment, institute appropriate measures to relieve severe pain or distress or perform euthanasia if necessary.
- Assessments of the animal's condition and treatments must be recorded on the "sick animal" card. The card will serve as the animal's medical record and must remain in the primary enclosure until the medical problem has been resolved, the animal has been euthanized or has been found dead. Cards must be turned into LAR veterinary staff and will be maintained for up to one year following case resolution.
- A Clinical Case Request and "sick animal" cage card should not be utilized to report classic barbering lesions. Classic barbering lesions are non-patchy, well-circumscribed areas of alopecia with intact skin. Barbering animals should be identified with a pink "barbering" cage card placed immediately behind the standard cage card. Husbandry technicians should monitor the condition of barbering animals and report any changes such as wounds, scabbing, or ulcerations to LAR veterinary personnel through submission of a Clinical Case Request and by flagging the cage with a green "sick animal" cage card.

#### Revision History

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