

MONTHLY PRINCIPAL INVESTIGATOR DUTIES TO BE PERFORMED CHECK SHEET

PRINCIPAL INVESTIGATOR: _____ PROTOCOL #: _____

RESEARCHER PERFORMING DUTIES: _____ CONTACT # (MON-FRI) & AFTER HOURS: _____ / _____

BUILDING: _____ ROOM: _____ RACK: _____ SPECIES: _____

MONTH & YEAR: _____ DATE DUTIES BEGIN _____ END** _____ ONGOING

DUTY: Feed Water Change
Is there anything in the feed/water? Yes No
If so, what? _____
Approved Restriction/Deprivation: Feed Water *

DUTIES: (day of month)	Example	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Observed feed or Feed added to cage <i>(maximum of 2 consecutive days between observations; daily if restricted)</i>	JD 9am															
Cage Change (<i>weekly: mouse conventional and rat ventilated-multi-housed</i>) (<i>every other week: mouse ventilated and rat ventilated-single housed</i>) or Food Bowl Change (indicate with a Δ)	JD 9am															
Observed water bottles (<i>maximum of 2 consecutive days between observations; daily if restricted</i>) or Water bottles changed (indicate with a Δ) <i>(sanitized weekly)</i>	JD 9am Δ															

DUTIES:	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Observed feed or Feed added to cage <i>(maximum of 2 consecutive days between observations; daily if restricted)</i>																
Cage Change (<i>weekly: mouse conventional and rat ventilated-multi-housed</i>) (<i>every other week: mouse ventilated and rat ventilated-single housed</i>) or Food Bowl Change (indicate with a Δ)																
Observed water bottles (<i>maximum of 2 consecutive days between observations; daily if restricted</i>) or Water bottles changed (indicate with a Δ) <i>(sanitized weekly)</i>																

If a required duty is not documented, mark that space with "missed" and indicate the reason (i.e., not completed, forgot to document) on the back of the sheet



* If an animal is on an approved food or water restriction or deprivation, a Feed/Water Restriction card (see QR code) must be placed on cage. Note: Weight must be recorded at least twice per week for food or water restricted animals.

** If the study has ended or there is an interruption in the study prior to the month's end, please make an entry notating that (i.e., a note, slash through the date, or both)