

**Office of the Campus Veterinarian**

**Notification Protocol for Abnormal Behavior/Conditions in Research or Teaching Animals – TRI-CITIES Campus**

In the event that Animal Care or Research personnel identify an abnormal animal (i.e. illness, injury, abnormal behavior or found dead), the following notification procedures should be followed. Animal Facilities can customize this protocol to meet their unique management needs but, as per federal law and [WSU-IACUC Policy #37](#), **the Office of the Campus Veterinarian (OCV) Pullman must be informed of all abnormal animals at WSU.**

- 1) **Contact the Principle Investigator and/or research personnel** who are utilizing the animal in their research/teaching project. Many times, the abnormal behavior or appearance is related to the research project AND THEY NEED TO BE INFORMED. Notify them, the animal facility supervisor/manager **and** the OCV Veterinary Staff. The research and veterinary staff will consult to determine a plan for the animal.
- 2) **Contact the Office of the Campus Veterinarian:**
  - a. **OCV Pullman Emergency and After-hours/Holiday Cell Phone (24 hrs/7 days/week): 509-330-1871**
  - b. **OCV Pullman Departmental Email: [or.ocv.alert@wsu.edu](mailto:or.ocv.alert@wsu.edu)**
    - i. OCV Pullman Fax number: 509-335-3162
    - ii. OCV Pullman campus zip code: 1165
    - iii. OCV web site: <http://campusvet.wsu.edu>
  - c. **OCV Pullman Main Line (Monday – Friday, 8:00 AM – 5:00 PM): 509-335-6246**
- 3) **If the animal appears to need immediate veterinary evaluation, staff must CALL the OCV Veterinary Staff in a timely manner** to notify them of the animal medical issue and obtain veterinary consultation. This is also required for situations that happen after hours, weekends and holidays. If the animal needs to be examined by a veterinarian the OCV Veterinary Staff will contact a veterinarian in the local area of Tri-cities, WA and arrange for an on-campus exam visit. This will be a coordination between OCV, the research staff and the local veterinarian.
  - a. **OCV Pullman Main Line: 509-335-6246 (Normal Business Hours. Monday – Friday; 8:00 AM-5:00 PM)**
  - b. **OCV Pullman Emergency Cell Phone: 509-330-1871 (After Hours/Holidays/Weekends. 24 hrs/7 day/week)**
    - i. If you call the OCV Main Line and are sent to voicemail, leave a message. THEN also call the OCV Emergency Cell Phone number (509-330-1871 - 24 hrs/7 day/week).
    - ii. WHEN LEAVING A MESSAGE: Include the location of the animal (building, room, pen #s), animal identification/description, and IACUC protocol number. Briefly describe the concern(s) regarding the animal and your contact number so that the Veterinary Staff can reach you if they have questions.
    - iii. For aquatic species, when notifying Veterinary Staff – indicate the animal's location and either a specific description or some form of individual identification to aid in the vet staff finding the animal.
- 4) If the condition falls under a colony health SOP described on the protocol or expected protocol specific illness where a veterinary approved treatment plan has been outlined – treatment should be implemented by trained staff. **There is still the requirement to notify the following individuals of these abnormal animals: Principle Investigator and/or research staff, Animal Facility Supervisor, and the Office of the Campus Veterinarian**
- 5) **All abnormal animals must be logged on to the OCV Animal Health Database** located at <https://myresearch.wsu.edu/>. If you do not have access or have not been trained on this reporting procedure, please email the OCV Veterinary Staff at [or.ocv.alert@wsu.edu](mailto:or.ocv.alert@wsu.edu).