



OFFICE OF LABORATORY ANIMAL CARE

Operating Guideline

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PROCEDURE:

On-Call Supervisor:

1. Schedule the necessary personnel for weekend and holiday animal care duties in advance.
 - a. Schedule animal care technicians to each weekend/holiday "area" based on the technician's level of training, occupational health clearance, and operational needs.
 - b. Schedule at least one (1) On-Call Supervisor for each weekend/holiday.
2. Prior to the upcoming weekend or holiday, the scheduled On-Call Supervisor will add all animal care personnel to the "weekend-holiday team" approved messaging group and remove personnel that are not currently assigned to the upcoming weekend.
 - a. Send a message in the "weekend-holiday team" approved messaging group instructing personnel to confirm what day and "area" they are working.
3. Check the approved messaging group and verify that all animal care technicians scheduled to work have checked in prior to the start of their shift.
 - a. If an animal care technician does not check in, contact them by sending a message or calling their personal phone number.
4. On the day of the weekend/holiday shift, check the approved messaging group and verify that all assigned animal care technicians have checked in to their shift by 8:00am.
 - a. If an animal care technician does not check in, send them a message, check the sick line, check CALTIME, and/or contact their personal phone.

- b. Contact the Lab Animal Care Manager if an animal care technician does not come to work to communicate alternative plans for coverage.
5. Check the approved messaging group and verify that all animal care technicians have completed their shift.
 - a. Contact the animal care technician directly if they did not check out to verify that they are done.
 - b. If there is no response, contact the Lab Animal Care Manager.
6. Collect and review the weekend packets from the weekend/holiday.

Animal Care Technician:

1. Prior to the assigned shift, confirm that you are working by sending a message to the “weekend-holiday team” approved messaging group and include the day that you are working and what area (e.g., “Saturday, Area 1”)
2. On the day of the scheduled shift, check in on the “weekend-holiday team” approved messaging group once you arrive onsite to work. The standard start time for weekend shifts is between 6:00am-8:00am.
3. If you run late or call out sick, call the OLAC sick line immediately. You may also send a message via an approved messaging group.
 - a. Provide an estimated time of arrival if arriving late.
4. Read and follow the weekend packet for your assigned “area”.
 - a. Enter the rooms based on the order that they are listed on the weekend packet.
 - b. Read the Notes section for each room.
 - Special considerations (e.g. code to enter room, non-standard light cycle, order of entry instructions, etc.) are communicated on the document for each room/species.
5. Complete each animal room health check and sign off on the room checklist once completed.
 - a. Animal health checks include:
 - Checking that water and food levels are at the appropriate levels. Replacing low water and/or food if found below the minimum requirement.
 - Checking for health concerns. If found, immediately report in the approved OLAC reporting software.
 - Checking the cages/enclosure for heavy soiling. Any cages that are found heavily soiled or damaged are spot changed.
6. Notify the On-call Supervisor via the “weekend-holiday team” approved messaging group if there are any emergencies or if assistance is needed in your assigned area.
 - a. Emergencies can include, but are not limited to:
 - Exposures or injuries
 - Broken equipment
 - Building/facilities concerns, etc.

7. Upon completion of the assignments listed on the packet, review the weekend packet to ensure that all rooms and assignments are completed.
 - a. Read the cover sheet and sign the packet once the assignment is complete.
8. Check out in the “weekend-holiday team” approved messaging group to confirm completion of the assignment.
9. Turn in the weekend/holiday packet to the Facility Supervisor on the following business day either in person, or leave the packet in the designated weekend/holiday binder.

Animal Health Technician:

1. Check in on the “weekend-holiday_team” approved messaging group when you arrive.
2. Check weekend treatment sheet and complete any prescribed treatments.
3. Check both veterinary email inboxes (olac_vetstaff@berkeley.edu, vetstaff@lists.berkeley.edu).
 - a. Respond to any urgent communications
 - b. Address other communications pertaining to health cases and time sensitive material
 - c. Complete Pharmacy Purchase Requests (PPR's)
 - d. Schedule Research Service Requests (RSR's)
4. Check approved OLAC reporting software for health cases.
 - a. Submit health cases throughout the day
 - b. Complete any scheduled rechecks
5. Check RSR calendar.
 - a. Set up anesthesia machines for rentals
 - b. Complete other requests at scheduled time (blood draws, drug admin, etc)
6. Check the Nonhuman Primates (NHPs)
 - a. Feeding logs
 - b. Visual check of each monkey/cage
7. Check Northwest Animal Facility (NAF) loading dock for shipments.
8. Email a daily summary of any pertinent information to vetstaff.

9. Check out on the “weekend-holiday team” approved messaging group when leaving.

On-Call Veterinarian:

1. Veterinarians monitor the approved messaging app for urgent cases and give directions as appropriate to the Animal Care Technician and/or Animal Health Technician.
2. Coordinate urgent matters with the contacts listed on the cage card or as emergency contacts when the laboratory staff may need to be involved. This may include utilizing the approved messaging app for faster communications with staff.
3. Answer the emergency 3-VETS line and coordinate appropriate measures.
4. In urgent and emergency situations:
 - The veterinarian may need to come in to examine, provide care, and prescribe medications.
 - The veterinarian on-call will coordinate with the Attending Veterinarian (AV) and/or AHT supervisor to request AHT support as needed for these cases.

REFERENCE DOCUMENTS

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)