
31st Mar 2026

[NUS Internal]

**** IACUC/2026/03****

Important Reminder: Anesthetic Documentation and Equipment Requirements

Dear PIs,

1. This email serves as an important reminder regarding key requirements for all anaesthesia-related animal procedures.
2. As part of our ongoing program oversight—and in line with recommendations from the recent AAALAC re-accreditation site visit—we would like to reiterate the expectations for documentation and equipment maintenance when performing procedures involving anaesthesia.
3. **Requirements for PIs Performing Surgical or Anaesthetic Procedures**
(including terminal surgical procedures) in all animals-use locations, including IACUC-approved procedure rooms
PIs must ensure:
 - Accurate documentation of anesthetic drug use with weight-based dosing for each animal, in line with Controlled Substance Log requirements (see attached).
 - Complete anesthesia monitoring records for all survival and non-survival surgeries, including rodent surgeries, using the required forms. The required rodent surgery record forms are attached. Please refer to [CM SOP 201 Rodent Surgery](#), Section 3H for guidance on their use.
 - Accurate and complete record keeping, with all documents kept in your lab, readily accessible for review, and retained for at least 3 years after protocol completion.
4. **Requirements for PIs with Anaesthetic Equipment in Their Laboratories** *(i.e., IACUC-approved animal procedure rooms)*
Please ensure that you:
 - Perform routine maintenance and servicing of anaesthetic equipment (e.g., isoflurane vaporizers) according to manufacturer guidelines. Please contact the CM veterinary team if you require assistance for the servicing of your anaesthetic equipment.
 - Weigh and document anaesthetic waste gas canister weight before each use, and replace the canister once it reaches the specified saturation limit. You may refer to [CM SOP 110 Passive Gas Anaesthetic Waste Scavenging](#) for details and contact the CM veterinary team if you require assistance.
 - Inform the [IACUC Office](#) and the CM veterinary team of any new purchases or replacement of anaesthetic equipment to ensure accurate records and proper oversight.
5. We appreciate your cooperation in maintaining consistent documentation and equipment standards across all animal-use areas. For any clarifications or support, please contact the [IACUC Office](#) or the CM veterinary team.

Thank you for your continued commitment to high standards of animal care and use.

Yours Sincerely

IACUC Office
(on behalf of IACUC)
(Transmitted via email)