

SOUTHERN ILLINOIS UNIVERSITY

UNIVERSITY FARMS

ANIMAL UNIT STANDARD OPERATING PAPERS

**September 2025**

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These SOPs apply to all faculty, staff, students, volunteers, and employees utilizing SIU University Farms Facilities.

## **Personnel Training**

All faculty, staff, students, and employees of Southern Illinois University utilizing the Equine Facilities including the Equine Center, Metabolism/physiology, and/or the Equine Teaching Research Unit and Beef Center Facilities including main barn, research barn, Q barn, feedlot, and Bull Test Center are required to complete training prior to use of facilities. Training is required by University Farms and the Institutional Animal Care and Use Committee (IACUC). A signed document that shows completed training will be kept on file by the Center Manager.

### **A. Farms Required Orientation program**

- a. Appropriate personnel, determined by the Director of Farm Operations, will conduct all employee training sessions.
- b. The first two weeks of employment, animal care personnel will complete training given by the facility supervisor and/or Assistant Director of the Farms.

Orientation for the facilities will include:

- i. Given by Assistant Director of Farms:
  - 1. Introduction to University Farms
  - 2. University Farms Visitor Policy
  - 3. Center specific SOP and Rules
  - 4. University Farms Emergency Action Plan
- ii. Given by the Center Manager:
  - 1. General animal behavior and safe handling techniques
  - 2. Daily chore checklist overview
  - 3. Common health concerns
    - a. Equine - Signs of colic, choke, lameness
    - b. Beef - Signs of bloat, lameness, BCS
  - 4. Special equipment training as needed

Safety will be emphasized throughout orientation.

- c. Upon completion of training, certificates of completion will be signed that will be maintained at the appropriate center,
  - i. These records will be housed in the Institutional Animal Care and Use Committee (IACUC) binder in the center office.

## **IACUC Required Occupational Health and Safety Program (OHSP)**

The OHSP states individuals with substantial contact with animals must enroll in the IACUC Occupational Health and Safety Program. All faculty, staff, students, and employees of Southern Illinois University utilizing the University Farm's Animal Units must undergo training. The Assistant Director of Farms is responsible for ensuring this training is complete.

- a. Complete the following IACUC Collaborative Institutional Training Initiative (CITI) modules:
  - a. Working with horses/cattle in Agricultural Research Settings (whichever species is appropriate)
  - b. Working with the IACUC
  - c. Reducing Pain and Distress in Laboratory Mice and Rats
  - d. SIUC Animal Care
  - e. CITI training requires recertification every three years. These records will be maintained by the center manager within the IACUC binder at the appropriate center office
    - i. IACUC will also ensure that the center personnel (provided by Assistant Director of Farms) have completed the above training at the start of each semester
- B. All personnel must complete the OHSP physical exam.
  - a. <https://orc.siu.edu/animal-care/forms-and-training.php>

### Visitor Policy

The University Farm is open Monday through Friday from 8 a.m. to 4 p.m. No access outside of normal business hours will be allowed without accompaniment by staff, faculty, or student employees or without the University Farms Director or Center Manager's approval.

- All visitors must check in at the appropriate center's office
- Self-guided tours are not allowed
- No access without permission of the Center Manager/Staff

Dogs and pets are prohibited. Service dogs are allowed, but access to animal units is restricted

All staff, students, visitors, tours, and volunteers should follow the quarantine level protocols as well as re-entry intervals as posted.

**i** Please observe the following safety measures when working on, or visiting the farm and livestock areas, and follow all posted signs

- Do not enter agricultural research plots or greenhouse areas without approval
- Do not touch, pet or feed the animals without prior approval
- Do not touch the fencing or perimeter of where the animals are kept or enter animal enclosures, they may be electrified
- Avoid startling the animals

- Always remain with your host
- Wear suitable footwear as the ground can be uneven and slippery
- Wear suitable clothing appropriate for outdoors and inclement weather
- Ensure you use the disinfected foot dips/mats when present
- ALWAYS wash your hands thoroughly after visiting the Farm

## Teaching and Research Request Forms

**i** Teaching and Research Request forms are utilized to ensure that as many teaching and research classes and projects can occur while maintaining herd health and usage and coordinating facility usage for all users (students, principal investigators, boarders, staff and workers).

### A. Teaching Requests

- This request is to be turned into the Assistant Director of Farms, the semester prior to the semester that this class is taught.
  - If it is a summer or fall course, requests must be turned in the week before finals of the prior spring semester.
  - If it is a spring course, request must be turned in the week before finals of the prior fall semester.
  - All animal allocation is on a first come, first served basis
- Teaching and delivery are ultimately the responsibility of the instructor and school. Where appropriate, University Farms can assist but do not assume responsibility for instruction. Unplanned and/or unapproved requests will not be allowed to occur at the Farms.
- Individual(s) making the request need to work through their appropriate School Director on all materials needed.
- All financial questions are to be addressed between the instructor, Program Coordinator and Director of the School. Farms will not subsidize teaching and research.
- Teaching needs are not to augment research needs.
- If the date requested for animals is earlier than the semester start date, the date needs to be documented and noted.
- Time should be accounted for where growth-and/or gestation-times are needed. Estimates of time allocations are the responsibility of the instructor.
- Teaching and Research Requests require all signatures of approval for the request to be fulfilled.
  - Signatures required for the form to be complete include the PI, Assistant Director of Farms and the Director of Farms.

- i. Changes to the approved request must be approved again with a minimum of 14 days of notice for University Farms assistance (of the semester that the class is taught). Changes needed due to unexpected events, such as bad weather, may be rescheduled as needed with the coordination of the center manager.
- j. Any animals injured during laboratories the school will be invoiced for any veterinary bills that incur, unless injury is due to a pre-existing condition.
- k. Teaching Request forms can be found on the SIU University Farms Website under the appropriate center.  
<https://calps.siu.edu/facilities/farms/>

#### B. Research Request Forms

- a. Research request forms must be filled out in their entirety with a budget purpose when turned into the Assistant Director of Farms. It is not an agreed upon contract until all parties have signed. Research may not begin without a completed “contract”.
- b. Signatures required for the form to be complete include the PI, Assistant Director of Farms and the Director of Farms.
- c. Any animals injured during research the PI’s budget purpose listed on the form will be invoiced for any veterinary bills that incur
- d. Research Request forms can be found on the SIU University Farms Website under the appropriate center.  
<https://calps.siu.edu/facilities/farms/>

### Farm Facility Usage & Renovation

All Farm facility usage must be coordinated with the Assistant Director of Farms or Farms Director, regardless of farm animal usage. **All buildings** on University Farms are the responsibility of Farms and are shared spaces with teaching, research, production, short courses, boarders, outreach, etc. All facility use must be communicated and agreed upon with the above personnel prior to any activity starting or facility usage. With facility usage, the facility fee will also be charged (if it is not an SIU academic class). Facility fee can be found on page 27 for the Equine Center and page 44 for the Beef Center.

Any changes, upgrades, renovations, etc. to Farms' facilities need to be discussed and approved by the Director of Farms in consultation with the center manager and center faculty advisor. Any improvements to facilities do not offset per diem or facility usage fees, unless agreed to with the Director of Farms for a gift in kind.

## **Decision Making**

Major decision making should happen between the center manager and the faculty advisor for that center. If there is disagreement the next step would be to involve the farm director. If disagreement or understanding is not met, the associate dean will be consulted.

If the center manager attempts to notify the faculty advisor of a situation without prompt reply or discussion, the center manager will make the call if the decision needs to be made quickly.

If the center manager is not reachable, the farm director will attempt to consult with the center faculty advisor prior to a decision being made.

In the event of a significant disease outbreak, mortality event, or other major herd issue, the faculty advisor and/or contracted veterinarian along with the SIU Attending Veterinarian must be notified immediately to provide input. The PI will be notified of care and emergencies of animals on active research protocols.

It is the faculty advisor's responsibility to inform animal science faculty of pertinent information. The center manager's responsibility is to consult and inform the faculty advisor.

## **Budgets**

The faculty advisor, along with the center manager and director of Farms will participate in the annual budget planning process and provide input on long-term financial strategies, including herd investment, capital improvement, and resource allocation.

Routine farm expenditures (feed, vet supplies, etc.) are managed by farm staff. However, all major financial decisions (herd expansion, capital purchases, etc.) require consultation with the faculty advisor, center manager, and the director of farms to ensure consistency with herd management goals, research/teaching priorities, and university policies.

## **SOP Review**

Standard Operating Papers are reviewed every three years with the ability to make emergency amendments as needed by the Animal Operations Committee.

Animal Center per diem's are reviewed annually.

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**i** The goal of the SIUC Equine Science Program is to give our students the tools and knowledge to care for and work with horses all while benefiting the horse. Equine Science at SIUC provides a multifaceted, hands-on education in the major areas of horse nutrition, care and athletic development, management, reproduction, and business. The program utilizes a curriculum that emphasizes a scientific approach to horse management.

## Biosecurity

**i** Biosecurity is important to maintain herd health so that horses can be used in their supportive roles. A quarantine policy is required for all incoming animals. All equine must be accompanied by a negative Equine Infectious Anemia test dated within one year. An exception can be made to wet mares with foal accompanying them.

All new horse(s), that are intending to live at SIU, arriving at SIU Equine Center must have a negative current Coggins and be up to date on vaccinations, with at least a 5-way (EEE, WEE, tetanus, rhino, flu), will go into quarantine for **TEN** days if from a:

1. Private barn
2. Boarded horses
3. Known person(s)
  - Up to SIU Equine Center Manager or SIU Farms Director discretion
4. Released by SIU's contracted veterinarian or SIU Attending Veterinarian

\*Starting Spring 2026, West Nile and rabies vaccination are required

All new horse(s) arriving at SIU Equine Center must have a negative current Coggins and will be vaccinated and dewormed upon arrival, if they do not have records, will go into quarantine for **THIRTY** days when from a:

1. Sale barn
2. Unknown source

Any horse(s) coming into the SIU Equine Center can have a quarantine protocol change with the authority of the SIU Equine Center Manager and faculty advisor. If not in agreement it will move to the School Director and SIU Farms Director.

Report horses that appear ill or have a high temperature to the center manager.

### Notes:

If more than one horse arrives from the same place, they can live together during their quarantine period

Quarantine areas will be set up separate from any current residents, and no nose-to-nose contact will be allowed between the quarantined horse(s) or any others. Pasture and stall quarantine is utilized. The stall will be labeled "Quarantine."



Quarantine horse(s) will have a dedicated lead rope and halter, feed pans and water troughs, and posted quarantine outside their living area and on all Equine Center boards. All quarantine horse(s) will be handled last and choring's after all other tasks have been completed.

### **Cleaning after Sick Animal on Quarantine:**

Proper cleaning requires removal of all soil, organic material, snot/mucus with a detergent so the disinfectant can be effective.

Disinfection can then be achieved with the use of household products such as common detergents and soaps (e.g. washing powder), washing soda, household chlorine bleach, hypochlorites, swimming pool disinfectants and citric acid. Check concentration and contact times on the label. Typically, Virkon® S or chlorohexidine is utilized.

### **Emergency Action Plan**

**i** This emergency preparedness and disaster plan will structure our ability to manage people, facilities, and animals through any potential emergency situation. All staff, students and hired labor are required to read this plan, attend all training and practice sessions and sign an acknowledgement form (Attachment 1) every six months, or in the hiring process for new employees.

In any emergency, human life will take precedence over animal life or facility damage. Based on the level of emergency, steps will be taken to appropriately address the greatest need. Communication is the most important action in all situations.

Attachment 3

Emergency Level	Description	Response Team	Contact info	Response Action
Level 1: Minor Emergency	Minor injury or illness	<u>Center Manager</u> <u>Director of Farms</u> <u>Health Services if needed</u>	<u>618-978-4976</u> <u>618-559-3856</u> <u>618-453-3311</u>	Administer first aid and evaluate if additional action is needed
	Utility failures	<u>Center Manager</u> <u>Director of Farms</u> <u>PSO if needed</u>	<u>618-978-4976</u> <u>618-559-3856</u> <u>618-453-3621</u>	Contact Farms office and notify PSO
	Equipment failures	<u>Center Manager</u> <u>Mechanic</u> <u>Director of Farms</u>	<u>618-978-4976</u> <u>618-521-3456</u> <u>618-559-3856</u>	Farms Director to determine next step
	Small chemical spill (contained, easy to clean up)	<u>Center Manager</u> <u>Director of Farms</u> <u>CEHS if needed</u>	<u>618-978-4976</u> <u>618-559-3856</u> <u>618-453-7180</u>	Administer first aid, clean up and evaluate if additional action is needed
	Animal injury or illness	<u>Center Manager</u> <u>Director of Farms</u>	<u>618-978-4976</u> <u>618-559-3856</u>	Administer first aid and follow directions of mgr
Level 2: Major Emergency	Major medical	<u>Local Medical Assistance</u>	<u>911</u>	Dial 911, administer first aid and call for help
	Fire	<u>Fire Department</u>	<u>911</u>	Dial 911, evacuate facility, account for people
	Large chemical spill	<u>Fire Department</u> <u>Farms Director</u> <u>CEHS</u>	<u>911</u> <u>618-559-3856</u> <u>618-453-7180</u>	Leave area, Administer first aid and follow directions of mgr
	Violent/criminal activity	<u>Police Department</u> <u>SIU Police</u>	<u>911</u> <u>618-453-3771</u>	Seek safe spot away from danger
Level 3: Natural Disaster	Tornado, extreme winter storm, etc.	<u>Local Emergency (Police/Fire/Medical)</u>	<u>911</u>	Administer first aid, evacuate if safe to do so, follow directions of emergency personnel

You are at the Equine Center located at 2194 Union Hill Rd. Carbondale, IL 62903

## **A. Reporting the Emergency**

When you are reporting an emergency, be prepared with the following information:

WHAT: the type of injury or problem

WHERE: provide the building name and location

HOW: describe the problem and step by step how it occurred

WHO: provide the number of injured, sick or threatened, and ages if possible

CONTACT: provide your phone number if a return call is necessary – **STAY ON THE PHONE WITH EMERGENCY PERSONNEL IF POSSIBLE**

HELP: return to the area if it is safe and help any victims if possible

## **B. Evacuation of Facilities**

It is imperative for every staff, student and hired labor to know the floor plan of the building that they are occupying and the emergency exit. A well-known meeting place is established outside every facility and that is where all people will be accounted for in the event of an emergency, this will be disclosed in training. Do not go to a different location. Follow all instructions given by the Center Manager, Director of Farm Operations, faculty, and/or Emergency Personnel.

Meeting Place:

Top Barn: Cemetery between the road and pasture 1

Met/Phys: The front yard by the road

## **C. General Emergency Strategies**

It is very important to remain calm and communicate. All students and hired labor must communicate with their immediate supervisor (Center Manager, faculty, or Director of Farm Operations). Everyone responds differently to fear and stress, so be patient and kind to others. Observe all details in your surroundings and be clear with your information. Look for ways to be helpful. Take all practice and training sessions seriously. Your personal safety must be your priority so that you can assist others. Do not put yourself in any harmful situations.

## **Animal Care and Husbandry**

**i** All horses residing at SIU will be managed in a manner that permits the animals to be healthy, reproduce, grow, and mature.

A. Housing

- a. All animals are housed on pasture 24/7, 365 days a year unless sick, injured, being utilized for study, foaling, feeding, inclement weather, and/or for a class/lab. They may be grouped by age, discipline, sex, body condition score, personality and/or reproductive status. Most pastures have a built run-in shed or natural shelter (trees). Horses in pastures without shelter are easily moved to one with shelter or brought inside to a stall in inclement weather or fitted with blankets.
- b. The Equine Center currently owns two stallions that are kept pastured, separately.
- c. Horses are sometimes maintained in stalls for the purpose of training, treating injury/illness, treating or maintaining allergens, during inclement weather, demeanor, foaling, and/or neonate care. Stalls are cleaned daily. A pitchfork is used to remove feces and soaked bedding, which is dumped in the manure spreader and moved off site. Fresh shavings are added as needed.

#### B. Feeding

- a. All horses' body condition is maintained on forage with supplemental grain feeding as needed to increase body condition, maintain training level, increase calories for reproductive management, lactation, etc. Horses are provided with ad libitum access to water and salt/mineral blocks.
- b. Pasture provides the primary source of forage from April to October. Grass hay is supplemented to non-pregnant animals during winter and/or when pasture is not adequate. Late gestation broodmares are fed non-fescue hay. Stalled horses or animals in dry lots receive forage twice daily or have access to a hay bale. We may also substitute alfalfa as needed.

#### C. Watering

- a. All horses have ad libitum access to fresh water 24 hours a day from automatic waterers, troughs, or hanging buckets. Water sources are checked twice daily at feeding times and disinfected as needed or at least twice a month.
- b. All horses will have training to the automatic waterers.

#### D. Observation/Check List

- a. The Equine Center maintains a checklist for daily recording of animal observations. Student workers initial the checklist and check that each task is completed for morning and evening chores. This indicates that each animal has been inspected, doesn't appear to be ill, lame, bleeding, behaving abnormally, has been fed (as needed), and has fresh water. Signing off also indicates that stalls have been cleaned.

#### E. Sanitation

- a. Sanitation procedures for stalls include stripping the bedding, digging out wet spots, and composting the waste.

## Medication and Treatment Records

- i** All horses are required to receive adequate veterinary care in a manner that is acceptable with current veterinary practices

### A. Vaccination Protocol

- a. General Adult Horses:
  - i. All horses at the Equine Center are vaccinated for tetanus, rhinopneumonitis, Eastern and Western encephalomyelitis, influenza, and West Nile virus. Annual vaccinations are to be given in February/March unless instructed otherwise.
  - ii. New/incoming horses without health history are vaccinated upon delivery and boosted 4 weeks later.
- b. Broodmares:
  - i. Broodmares are vaccinated at these times to ensure the adequate level of antibodies in the colostrum.

Vaccine/Disease	Schedule
Rhinopneumonitis (Pneumabort-K)	5, 7, 9 months of gestation
West Nile	Annually, 4-6 weeks prior to parturition
Tetanus Toxoid	Annually, 4-6 weeks prior to parturition
Encephalomyelitis (EEE & WEE)	Annually, 4-6 weeks prior to parturition
Influenza	Annually, 4-6 weeks prior to parturition

\*Starting Spring 2026, rabies vaccination is required

- c. Weanlings/ Foals
  - i. After the conclusion of the foals' initial vaccination regiment, they are to adopt the vaccination schedule of the general adult horse, as provided above

Vaccine/Disease	Schedule
Rhinopneumonitis	~ 4 months, 4 weeks later booster
West Nile	~ 4 months, 4 weeks later booster
Tetanus Toxoid	~ 4 months, 4 weeks later booster
Encephalomyelitis (EEE & WEE)	~ 4 months, 4 weeks later booster
Influenza	~ 4 months, 4 weeks later booster

\*Starting Spring 2026, rabies vaccination is required

### B. Deworming Protocol:

SIU deworms horses on an as needed basis. This helps identify which horses are high and low shedders. Fecal egg counts (FEC) are done every other month and horses with

strongyle counts over 100 epg are dewormed and/or ascarid counts over 25 epg. All horses two years of age or older are treated as follows:

Adult Horses	Low Shedder (<200 epg)	Moderate Shedder (200-500 epg)	High Shedder (> 500 epg)
<b>Spring (March)</b>	Ivermectin/Moxidectin	Ivermectin/Moxidectin or double dose of fenbendazole for 5 days	Ivermectin/Moxidectin or double dose of fenbendazole for 5 days
<b>Summer (June/July)</b>		Pyrantel pamoate or fenbendazole	Pyrantel pamoate or fenbendazole
<b>Fall (October)</b>	Ivermectin w/ praziquantel or moxidectin w/ praziquantel		Ivermectin w/ praziquantel or moxidectin w/ praziquantel
<b>Winter (December)</b>		Ivermectin w/ praziquantel or moxidectin w/ praziquantel	Pyrantel pamoate or fenbendazole

**\*\*** Pregnant broodmares are dewormed within 12-24 hours of foaling to prevent transmission of threadworms

### **Suckling and Weanling**

Fecal egg count is done around one month prior to weaning (~3.5 months old) and dewormed with either Panacur Power Pac or Pyrantel Pamoate. Fecal egg counts will continue to be monitored every other month.

### **C. Routine Animal Checks**

- All animals are observed daily for any signs of illness or injury and body condition score
- All horses are tested annually for Equine Infectious Anemia
- Necropsies are performed by the contracted veterinarian on animals whose cause of death is unknown

### **D. Documentation**

- The Equine Center maintains a checklist for daily recording of animal feeding and observation.

#### **E. Veterinary Care/Hoof Care**

- a. The Equine Center consults contracted veterinarians and SIU Attending Veterinarian regarding injuries and illnesses
- b. Colts are castrated at around 12 months of age by the contracted veterinarian.
- c. Annual floating and dental examinations are performed by the contracted veterinarian
- d. All horses have hoof trimming every 6-8 weeks and shod horses are every 6 weeks or at the advice of the contracted farrier.
- e. Horse hooves are cleaned and picked out before riding or exercising.
- f. The riding horse herd has routine lameness evaluations performed at the start of the Fall semester each year by the contracted veterinarian
- g. Contracted Veterinarian performs routine and emergency veterinary care
  - i. Equine Veterinary Service in Paducah, KY, University of Illinois, Solid Rock Veterinary Clinic, and/or Beasley Equine Clinic can perform emergency veterinary care or care that the contracted veterinarian cannot provide.
  - ii. If Dr. Griffin cannot provide the service, certifications of the above veterinarians are considered before deciding along with recommendations from the contracted veterinarian and/or SIU Attending Veterinarian.

#### **F. Maintenance of Individual animal health records**

- a. Each animal has an individual health record on Stable Secretary. Which includes the animal's markings, breed, sex, color, sire and dam (if known), and name.
- b. Each animal's negative current Coggins is a hard copy kept in the center's office.
- c. Individual animal records documents routine vaccination, deworming, hoof trimming, dental care, medications administered, and animal usage.
- d. Prior to any animal usage, the center manager needs to be contacted and communicated with on which horses are available to use and after to notify which horses were used and what activity was done.
- e. Records for treatments, injury, and illness are recorded in Stable Secretary as well. Including the date, treatment performed, and who performed the treatment.
- f. Records must be updated promptly and daily. If there is ANY indication that an animals' condition should be reported to the manager, this **MUST** be done separately from any electronic documentation.
- g. Any drug and/or treatments given, and any invasive procedures must be recorded in the individual horse record **within TWO hours of administration**. The amount, drug name (generic name preferred), route of administration, as well as why it was administered, and the person's initials are required.
- h. Any animal usage must also be recorded, beyond basic husbandry. This includes vaccination, dental care, hoof care, parasite testing and treatment, etc. As well as

examinations, tacking, and riding. These items must be recorded on the **SAME DAY**.

- i. When horses are used for riding only, that activity needs to be recorded 1x/week (typically Friday)
- j. The level of detail used should be enough that others can clearly understand what has taken place and can use the information to make informed decisions about animal use and health.
- k. What is not needed: research specific data, explanations of routine procedures that follow generally recognized patterns, routine daily husbandry.
- l. Students do not receive access to this system. Center managers, instructors, professors, PI's, the Assistant Director of Farms, the Director of Farms, Attending Veterinarian, contracted Veterinarian and the Dean can have access

### **Events/Outreach**

Any horse(s) coming to SIU Equine Center for a special event, including shows and labs, will have to have a negative current Coggins and if housed in the barn, their stall will not touch another SIU horse's stall, there will be no nose-to-nose contact, and they will not share a feed or water bucket. They will keep their own personal halter and lead that will be assigned to that horse. Once that horse has left the premises, the stall water bucket and feed pan shavings will be disinfected and cleaned and/or stripped.

All horses utilized for special events/outreach, when event is at SIU, (Livestock Judging, Horse Judging, etc.) will be kept at a safe distance from spectators and will only be handled by appropriate authorized personnel. All personnel will be approved by Equine Center Manager and/or center Faculty Advisor. All horses will have ad libitum water when not in a show ring. If they are being stalled or kept in a pen for any length of time, they will have access to water. When in a show ring, immediately following they will be offered water. Any activity lasting more than 4 hours the horse will be offered hay and/or grass. Once the activity is done with any horse, the horse is put back in pasture as quickly as possible to reduce stress and increase access to water to forage. Horses stress levels will always be assessed throughout the activity by an experienced horse husbandry personnel, equine manager, and/or Equine faculty. Only trained personnel will conduct any activity with the horses.

### **Herd Reproduction**

- i** Each horse is maintained to an acceptable level of reproductive efficiency. The Center manager will consult with the center faculty advisor on breeding decisions for teaching and research requests. Herd reproduction is in consultation with the contracted veterinarian.



## **A. Management practices during breeding season**

All persons assisting with breeding activities must wear a helmet.

### **a. Stallions:**

- i. The Equine Center houses stallions.
- ii. They are used for teasing mares, as well as breeding Equine Center mares and occasionally to outside mares, as well as for teaching.
- iii. They are kept in pastures separately and have constant access to free exercise. In some situations, they are on turn out (stalls and pasture). Their body condition is maintained at 5-6, on a scale of 1-9.
- iv. With the current stallions (Steve and Dunig), artificial insemination is utilized. For semen collection, stallions are handled according to their training, with the stallion halter, lead, and shank on the left side and collection is performed with a Colorado model artificial vagina on the left side. It is critical the stallions are handled with equipment and personnel they are trained to for safety and consistency.

### **b. Mares:**

- i. The Equine Center broodmares are kept on pasture throughout the majority of the year. Pregnant mares are removed from fescue during the last trimester of gestation.
- ii. Mares are teased on a regular basis.
- iii. Mares are brought in for palpation and ultrasound as needed to confirm estrus or to examine the reproductive tract by the center manager, veterinarian, and/or instructor for teaching laboratories.
- iv. If a follicle is greater than 32 mm, in diameter, the mare is bred by trained personnel. She will continue to be bred every day to every other day until ovulation or will be bred and administered human chorionic gonadotropin to induce ovulation, in consultation with the vet.
- v. Breeding preparation involves wrapping the mare's tail and washing and rinsing the perineal area with dilute ivory soap until the cotton comes off clean and white and then blotted dry with breeding cotton. All AI supplies are commercially sterilized and disposed of after a single use.
- vi. Mares' body condition scores are maintained at a score of 5-6 on a scale of 1-9.

### **c. Outside mares brought in for breeding or foaling:**

- i. Communication and coordination with the center manager are required. A negative Coggins within one year is required and a health certificate, if the animal is coming from out of state. In state horses must be accompanied

by current vaccination and deworming records as well as reproductive history and current negative Coggins.

**B. Management practices during breeding**

- a. All hormones used will be prescribed by the contracted veterinarian to be used for breeding purposes on certain mares.

**C. Management Practices during Gestation**

- a. Mares are housed on pasture during gestation and supplemented with a grain ration that meets or exceeds NRC requirements for gestating mares at the various stages of gestation to maintain body condition scores around 6.
- b. Mares are examined for pregnancy at 14, 21, and 40 days of gestation.
- c. If a twin is present the contract veterinarian is consulted.
- d. Broodmares are vaccinated at 5, 7, and 9 months of gestation with a killed rhinopneumonitis vaccine.
- e. During the last trimester, pregnant mares are removed from fescue pasture and housed in a dry lot or in stalls to prevent problems associated with fescue toxicosis in the pregnant mare. If stalled, they are turned out in dry lots or the indoor arena for exercise. The dry lots and stalls will have non-fescue hay provided.
- f. During the last trimester, the broodmares are started on grain, if already not on grain.
- g. Four weeks prior to parturition, mares are vaccinated for tetanus, eastern and western encephalomyelitis, influenza, and West Nile virus. Vaccinating at this time ensures adequate antibody levels in the colostrum.
- h. Mares are dewormed as previously described in husbandry.
- i. Thirty days before predicated parturition, mares are checked daily to twice daily and scored on udder distention and waxing, muscle tone at the tail head, vulva vascularity and relaxation, and general behavior.
- j. Two weeks prior to their due date, or as symptoms of parturition are eminent, the mares are placed in foaling stalls (12' x 24') nightly. They are monitored closely utilizing a camera system. If she doesn't foal that night, she will be brought in nightly until foaling occurs. Once the water breaks, the center manager is called to assist and manage the delivery and neonate care.

**D. Management practices for mare during parturition**

- i. Mares are foaled out in a 12' by 24' foot foaling stall which is deeply bedded with clean straw on top and deep shavings under. Soiled bedding is removed daily, and fresh straw is added as needed.
- ii. Equine Center student workers or students from an equine science course are assigned to foal watch and are instructed to call the center manager at

the beginning of Stage I of parturition. Students are instructed to leave the mare alone unless otherwise instructed by the center manager.

- iii. The center manager and students will check the foal for proper position and call the contracted veterinarian, if needed. If the foal is visible but the mare is having trouble foaling, the center manager will assist in delivery and/or call the veterinarian.
- iv. If the center manager cannot be reached for some reason, the students are instructed to call the contracted veterinarian.
- v. After foaling, the fetal membranes are then tied up to prevent the mare from stepping on it before it is expelled.
- vi. Colostrum is collected and tested for IgG levels. Colostrum is banked from multiparous mares that have high quality and quantity of colostrum (after foal nurses well), if needed.
- vii. If the placenta is not passed within 3 hours of parturition, oxytocin is administered I.M. or I.V. at the dose of 0.5 mL every 30 minutes or 1.0 mL every hour as instructed by the contracted veterinarian. At the end of Stage III, the placenta is inspected to be sure it is intact, and no pieces remain in the uterus.
- viii. Mares are inspected for any tearing of the vulva or abnormal discharge after parturition and proceeding days.
- ix. Mares are provided with 2 buckets of fresh water and ad libitum access to hay, while stalled.
- x. In the unlikely event that a mare foals on pasture or unattended while turned out, the mare and foal are brought into a 12' x 24' stall for assessment of the mare and neonatal care for the foal.

#### **E. Neonate Care**

- i. The foal's sex, color, and markings are recorded upon parturition.
- ii. As soon as the umbilicus is broken, the foal's navel is immediately dipped with chlorhexidine solution diluted 75% with water. The foal's navel stump is dipped an additional 2 times within 24 hours of parturition.
- iii. The foal is watched to be sure it is standing and nursing well within 2-3 hours of parturition, passes meconium, and urinates. An enema is administered if the foal is straining to defecate.
- iv. Blood is tested for IgG levels 12-18 hours post foaling to check for success of passive transfer. If levels are not >800 mg/dL the contracted veterinarian will be notified.
- v. Mares and foals can be kept in the foaling stall for 1-2 days and then turned out on pasture if the weather is good and both are healthy. During

inclement weather, mare and foal will remain in stalls but are turned out for exercise as weather allows.

- vi. Grain is increased for mare and foal according to age, body condition score, and stage of lactation.
- vii. In the event of an orphaned foal, the veterinarian is called, ensuring adequate colostrum intake and milk replacer would be fed as needed. If possible, a nurse mare will be obtained.
- viii. If any foal appears to be not vigorous or declining in health, the center manager needs to be notified immediately and consequently the contracted veterinarian.

### **Animal Restraint**

**i** The policy states that all horses at the Equine Center will be restrained, confined, or tethered in a manner which complies with policies within the Guide, “Ag Guide”. This pertains to all faculty, staff, students, and employees utilizing SIU property. This policy is to ensure horses are restrained in a humane manner which minimizes the risk of injury to the animal and animal care staff.

#### **A. Physical Restraint:**

- a. All areas (pastures/stalls) must remain latched and secured when horses are housed in them.
  - i. All persons must latch gates and doors after opening/entering them.
- b. General:
  - i. A halter with plain lead rope (no chain) is the primary restraint device utilized. This is the only restraint students are allowed to use without supervision. Approved student workers or more advanced students are allowed to use a rope halter when given permission either by the center manager or the instructor for the course.
    - 1. All halters must be removed when horses are stalled and/or not released. Only break away halters may be left on a horse that is stalled and/or pastured.
  - ii. Additional restraint devices are utilized on the herd by the center manager and/or instructor of a course; they include lead shank with a chain that is applied over the nose and under the chin, or through the mouth or over the gums (lip chain).
  - iii. Lead shanks with chains applied over the nose, under the chin, or through the mouth are utilized to gain greater control of the horse. While this is sometimes necessary, time will be taken to ensure horses are properly trained to limit the use of these types of restraints unless used as a cue to the animal (to designate to the animal showing, breeding, etc.). A lip

chain is rarely used and may be employed to temporarily immobilize an animal for treatment.

- iv. A lip twitch, ear twitch, or shoulder twitch is another technique, which may also be utilized to temporarily immobilize an animal for treatment.
- v. Stocks can be used to restrain broodmares during reproductive exams, teaching, and by contracted veterinarians or horses as needed for examination or treatment.
- vi. When horses are being groomed, saddled, etc., they are tied to solid objects level to or above their withers with a quick release knot.

c. Foals

- i. Foals are restrained with one arm around their chest and the other hand around the base of the tail, with care taken to use as gentle a hold as possible. As the tighter the foal is held, the more it will struggle.
- ii. Foals are initially led and restrained with a halter and lead rope placed in a figure-eight arrangement around the foal's hip and chest.

d. Broodmares:

- i. Broodmares can be restrained in breeding stocks when palpated or ultra-sounded during the breeding season performed by the center manager, PI of the lab/research and/or the contracted veterinarian.
- ii. All mares are trained to the stocks before any procedure is performed on them while inside the stocks.

e. Stallions:

- i. It is imperative that stallions have a cue to differentiate between when it is acceptable to exhibit sexual behavior and when it is not.
- ii. Therefore, when our stallions are breeding or being collected, they wear the breeding halter with a chain over their nose, or no chain depending on the stallions training. The handler must also wear a helmet. This is his cue that it is acceptable to exhibit sexual behavior.
- iii. When he is not breeding, a halter other than his breeding halter is used with a plain lead rope.
- iv. The chain is used only on stallions during breeding activities.

f. Chemical Restraint:

- i. It is only used as prescribed by the contracted veterinarian or the SIU Attending Veterinarian.

B. Duration of Restraint

- a. Horses tied with a halter and lead rope may remain tied for up to 2 hours, which is the duration of most laboratories and classes. When immobilizing restraints such as a lip chain or lip twitch are utilized, the horses are restrained only long enough to complete a treatment or procedure, typically 5-15 minutes. Broodmares are

kept in the stocks only long enough to perform palpation, ultrasound, and/or breeding preparation, which takes 20-30 minutes.

C. Sanitation of restraint devices

- a. Equipment is typically not sanitized, unless we have a horse that is ill. In this case, it's disinfected with Virkon® S or chlorohexidine in accordance with the manufacturer's directions.

D. Movement of animals to and from restraint devices

- a. Horses are led to the breeding stocks with a halter and lead rope.

## **Selling, Purchasing, Accepting, and Euthanizing Horses**

**i** All state-owned horses at SIU serve two purposes. They must fall into at least two categories (teaching (labs or riding), research, and/or breeding)

A. Selling Horses

- a. Prior to selling or advertising a horse for sale an Equine Sale Form must be completed (see below) by the Center Manager and turned into SIU Property Control. Once Property Control has approved the sale, the horse must either be advertised on two sale platforms or taken to a public auction.
- b. Horse(s) sold privately
  - i. The contract approved by SIU legal must be completed by the purchaser and turned into SIU's legal contract review system
  - ii. The Equine Sale Form (see below) must be updated as a sold animal and turned into property control with the sale contract
  - iii. Once the sale contract is approved by legal, the Center manager forwards it to the SIU Provost for signature
  - iv. Once returned the Center manager is responsible for keeping completed contracts
- c. Horse sold at an auction
  - i. The sales receipt is required, and a copy must be turned into SIU Property Control with the updated Equine Sale Form
- d. In both cases, monthly inventory must be adjusted and turned into SIU Property Control as well
- e. If selling a donated horse, the donator will be contacted to see if they would like the horse back, prior to selling.

**Equine Sale**  
SOUTHERN ILLINOIS UNIVERSITY

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_ Mail Code: \_\_\_\_\_  
Property Control Unit Title: \_\_\_\_\_ Unit Number – User Segment: \_\_\_\_\_  
Unit Officer Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing you agree that the sale will be conducted in accordance with equine industry accepted standards and in compliance with all laws. The sale price will be established using equine industry accepted standards and market value.

Livestock Information				
SIU TAG #	DESCRIPTION	ACQ. VALUE	STATUS OF SALE	PROCEEDS FROM SALE
			-Select Status- <input type="button" value="v"/>	
			-Select Status- <input type="button" value="v"/>	
			-Select Status- <input type="button" value="v"/>	
			-Select Status- <input type="button" value="v"/>	
			-Select Status- <input type="button" value="v"/>	
			-Select Status- <input type="button" value="v"/>	
			-Select Status- <input type="button" value="v"/>	
			-Select Status- <input type="button" value="v"/>	

Sale Information	
DATE OF SALE	
METHOD OF ADVERTISEMENT	
TYPE OF SALE	
COMPANY CONDUCTING SALE (IF APPLICABLE)	

NOTES:

RESPONSIBLE OFFICER
Loren Cook for  
Austin Lane, Chancellor  
Southern Illinois University, Carbondale
CMS PROPERTY CONTROL
SUBMIT
CLEAR FORM

Page 1 of 1

## B. Purchasing Horses

- a. The Equine Center prioritizes purchasing riding horses. Riding horses are handled more frequently and typically have a calmer demeanor and can be used in laboratories in addition to riding classes.
  - i. When purchasing riding horses, the riding instructor and center manager work closely on reviewing the horse's capability of being a lesson horse in the program. A lot of factors are considered, such as soundness, hoof care and maintenance, the horse being an easy keeper, history of colic, laminitis, past injuries, overall handling and demeanor, size, sex, breed, and how the horse is around other horses, etc.
  - ii. Both the riding instructor and Center Manager agree on suitability of the riding horse being purchased.

- b. If other horses are needed for teaching activities, the faculty advisor is consulted along with the Center Manager and PI of the course. All three parties work together on what is needed and if there is a budget for the request.
- c. Research horses
  - i. Research horses are purchased by PI in coordination and discussion with the Center Manager and/or Director of Farms, as needed.
  - ii. The Equine Center must have enough pasture space and the capability of housing and maintaining the new number of horses.
  - iii. If the center does not have enough hay, the hay SIU makes is prioritized to the SIU owned herd and the PI is responsible for paying for hay purchased outside of SIU.
  - iv. The PI pays per diem and veterinary cost for the purchased horses as indicated.
  - v. All horses purchased must be safe to catch, halter, and lead. If behavior issues arise that complicate daily husbandry tasks such as, standing for farrier, needles, deworming, etc. The horses must be sold or replaced with horses that are safe for daily interaction, if the horses are not trained to the task within six months.
    - 1. The PI and their staff are responsible for the training
  - vi. Research horse husbandry and care follow this SOP when not on an active teaching/research IACUC approved protocol.

#### C. Accepting Donations

- a. Donations are previewed by the faculty advisor, Center Manager, and applicable faculty (riding instructor, if riding horse) prior to acceptance.
  - i. If agreement between faculty advisor and the center manager is not reachable, the Farms director makes the decision, due to farms being fiscally responsible.
- b. The horse must fit into teaching and/or reproductive needs.
- c. Videos and/or pictures are required prior to acceptance of the donation.
- d. Upon accepting a donation an appraisal, horse records, negative Coggins and gift in kind form must be completed and turned into the center manager.

#### D. Euthanizing Horses

- a. Decisions on euthanizing a horse will be made in consultation with the Center Manager, faculty advisor, and contracted Veterinarian. If needed also the SIU Attending Veterinarian.
- b. In an emergency, the Center Manager will contact the faculty advisor. If there is no response, the decision will be made with the Center Manager and contracted veterinarian and/or the SIU Attending Veterinarian.



## Transportation

**i** All livestock residing at SIU Farms will be transported in an appropriate manner. All live animals are hauled to reduce the risk of injury to the animals and animal care staff. Livestock will be transported in a sanitary and safe manner.

### A. Procedures:

- a. Personnel authorized to transport horses
  - i. University Farms' staff are the primary drivers for horses that are transported. Occasionally, student employees who have the skills to drive a truck and trailer will transport horses in case of an emergency. Student employees at the Equine Center may learn to drive trucks and trailers during their employment and are trained by the Equine Center manager or supervisor.
- b. Equipment used for transporting horses
  - i. University Farm's has a fifth-wheel aluminum stock trailer. When horses are being transported, they are tied in the trailer with a quick release knot or turned loose.
- c. Situations where horses are transported
  - i. Horses are sometimes hauled to a veterinarian for exams, to campus or other University Farm centers for teaching/demonstration purposes, to horse sales, or to breeding facilities.
- d. Sanitation of equipment before and after
  - i. The trailer is swept out after each trip. If an ill animal is hauled, the trailer and all equipment are disinfected with Virkon® S or chlorohexidine in accordance with the manufacturer's directions.
- e. Space requirements of animals
  - i. The maximum horses that are transported at once in the current horse trailer are 5 horses, or two mares and 2 foals separated by the cut divider. The stallions are hauled by themselves.

### B. Measures taken during extreme heat and cold

- i. In hot weather, horses are hauled early in the morning or later in the evening when it is cooler.

## Equine Center Boarding, Free Lease, & Per Diem

**i** The Equine Center offers horse boarding to students as well as the public. On an as needed basis, the Equine Center offers a select number of spots for free lease boarding; these are for beginner/intermediate riding horses only. This is a good

recruitment tool for incoming equine students as well as an outreach activity for the community.

**A. Routine Boarding**

**A. Board applications are accepted to the center manager for:**

**i. Fall Applications:**

1. April 30<sup>th</sup> for returning students
2. June 30<sup>th</sup> for incoming freshmen

**ii. Spring Applications:**

1. December 5<sup>th</sup> for ALL students

**B. Applications can be found on the SIU University Farms Website.**

<https://calps.siu.edu/facilities/farms/equine-center.php>

**B. Free lease Boarding**

**A.** Free Lease boarding is not offered every semester. This option is on an as needed basis to help fulfill beginner to intermediate level riding horse needs.

**B.** Free Lease boarding is a joint effort between the center manager and the riding instructor. The riding instructor evaluates the horses for her needs in the beginner and/or intermediate level riding courses and communicates with the center manager on if that horse is feasible for the riding needs.

**C.** All free lease horses must be sound at all three gaits and must be safe on the ground handling as well as riding.

**D.** The boarding contract details are available on the SIU University Farms Website.  
<https://calps.siu.edu/facilities/farms/equine-center.php>

**C. Programmatic/Research Horse Purchases/Boarders**

**A.** All animals purchased by a PI for research purposes will pay for the horse's daily care and all veterinary bills not covered by the per diem. All emergency veterinary bills are paid by the PI.

**B.** When animals are not on study, they are managed and treated according to this SOP.

**C.** If the center does not have enough hay, the hay SIU makes is prioritized to the SIU owned herd and the PI is responsible for paying for hay purchased outside of SIU.

**D.** Horses can be purchased by the PI in coordination and discussion with the Center Manager and/or Director of Farms. No purchases can be made without prior approval from the Director of Farms.

**D. Per Diem is as follows:**

**A.** All per diems are pro-rated per day if animals or facilities are not used for the whole month.

<b>Cost and Animal Type</b>	<b>Included:</b>
\$150/ month per open animal	Normal feeding/diet, pasture only
\$200/ bred animal/ month	Routine Broodmare feeding/stall/care
\$5 per stall/ day	Additional rates include sawdust and cleaning

- If animals and facilities are utilized both per diems will be charged.

Additional services to be negotiated with the Center Manager and Director of Farm Operations  
(i.e. concentrate feeding, hay outside of hay season, etc.)

**B. Facility usage fee structure is below:**

<b>Animal Units Facility Fee structure</b>	<b>Included:</b>
\$225/month	Research, without Farms assistance/cleaning/materials
15% of proceeds	Income generating activities outside of research (seminars, short courses, etc.) without Farms assistance/cleaning/materials
No Charge	Teaching, recruitment, outreach activities

- If animals and facilities are utilized both per diems will be charged.
- All facility usage must be coordinated and approved by the center manager and Director of Farms

**C. PI's will be billed monthly**

SOUTHERN ILLINOIS UNIVERSITY

UNIVERSITY FARMS

BEEF CENTER STANDARD OPERATING PAPERS

**September 2025**

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**Biosecurity**

The goal of biosecurity is to stop transmission of disease-causing agents by preventing, minimizing or controlling cross-contamination of body fluids (feces, urine, saliva, etc.) between animals, animals to feed and animals to equipment that may directly or indirectly contact animals.

### Quarantine

Isolation prevents contact between animals within a controlled environment. The idea of isolation is to provide a period of time for acute disease to develop if infection was acquired shortly before movement.

1. Animals purchased or donated to the Beef Cattle Farm will be isolated for a minimum of 30 days for observation. Also, animals leaving the farm and returning will be isolated for 30 days.
2. During the isolation period, new arrivals must have no contact with the SIU herd. This includes direct nose - nose contact, contact with feces, contact via contaminated water and/or feed, and contact through contaminated facilities, clothes, and other tools or equipment.
3. New arrivals will be vaccinated and dewormed to meet the Beef Cattle Farm Herd Health Program during the isolation period.

### Sanitation

Sanitation addresses the disinfection of materials, people and equipment entering the farm and the cleanliness of the people and equipment on the operation.

1. All people entering the Beef Farm must wash excess dirt and debris from their boots or use disposable boots.
2. All people or farm workers moving between the Beef Farm and Bull Test barn must wash excess dirt and debris from their boots or use disposable boots.
3. The chute will be maintained in a clean and working order.
4. Any animal that is treated, that is housed, or that is ill - the area will be cleaned with Virkon® S or chlorohexidine.

### Events requiring livestock

1. Events coordinated with SIU will require the use and cooperation of livestock from the SIU farms. Using livestock for events such as judging contests, tours, etc. must serve a purpose of enrichment of education.
2. If large groups need access to animals, for example livestock judging contests, large tours, etc., visitors will be kept at a safe and acceptable distance from the animals, with a fence or barrier to separate them, unless otherwise approved.
3. Animals being used to facilitate large events such as judging contests, large tours, etc. will be monitored by approved SIU husbandry personnel to assess stress levels. If an animal begins to exhibit symptoms of excessive stress, they will be removed from the situation and allowed to calm down.
4. To avoid excessive stress animals will be given periodic breaks from exposure to crowds.

5. Animals will have access to feed/hay and water whenever it is possible during these events and will not go without access to feed/hay and water for a period of time greater than 2 hours.

## **Emergency Action Plan**

### **General Information**

This emergency preparedness and disaster plan will structure our ability to manage people, facilities and animals through any potential emergency situation. All staff, students and hired labor are required to read this plan, attend all training and practice sessions and sign an acknowledgement form (Attachment 1) every six months, or in the hiring process for new employees.

In any emergency, human life will take precedence over animal life or facility damage. Based on the level of emergency, steps will be taken to appropriately address the greatest need. Communication is the most important action in all situations.

### **Emergency Preparedness**

The Beef center will have the following items posted and/or stocked and available for immediate use:

Emergency Contact List (Attachment 2)

2-way radios and fresh batteries

Flashlights and fresh batteries

Fire extinguishers

First aid kits

### Attachment 3

<b>Emergency Level</b>	<b>Description</b>	<b>Response Team</b>	<b>Contact info</b>	<b>Response Action</b>
Level 1: Minor Emergency	Minor injury or illness	<u>Center Manager</u> <u>Assistant Director of Farms</u> <u>Health Services if needed</u>	<u>618-294-6728</u> <u>618-978-4976</u> <u>618-453-3311</u>	Administer first aid and evaluate if additional action is needed
	Utility failures	<u>Center Manager</u> <u>Assistant Director of Farms</u> <u>PSO if needed</u>	<u>618-294-6728</u> <u>618-978-4976</u> <u>618-453-3621</u>	Contact Farms office and notify PSO
	Equipment failures	<u>Center Manager</u> <u>Mechanic</u> <u>Director of Farms</u>	<u>618-294-6728</u> <u>618-521-3456</u> <u>618-559-3856</u>	Farms Director to determine next step
	Small chemical spill (contained, easy to clean up)	<u>Center Manager</u> <u>Assistant Director of Farms</u> <u>CEHS if needed</u>	<u>618-294-6728</u> <u>618-978-4976</u> <u>618-453-7180</u>	Administer first aid, clean up and evaluate if additional action is needed
	Animal injury or illness	<u>Center Manager</u> <u>Assistant Director of Farms</u> <u>Director of Farms</u>	<u>618-294-6728</u> <u>618-978-4976</u> <u>618-559-3856</u>	Administer first aid and follow directions of mgr
Level 2: Major Emergency	Major medical	<u>Local Medical Assistance</u>	<u>911</u>	Dial 911, administer first aid and call for help
	Fire	<u>Fire Department</u>	<u>911</u>	Dial 911, evacuate facility, account for people
	Large chemical spill	<u>Fire Department</u> <u>Farms Director</u> <u>CEHS</u>	<u>911</u> <u>618-559-3856</u> <u>618-453-7180</u>	Leave area, Administer first aid and follow directions of mgr
	Violent/criminal activity	<u>Police Department</u> <u>SIU Police</u>	<u>911</u> <u>618-453-3771</u>	Seek safe spot away from danger
Level 3: Natural Disaster	Tornado, extreme winter storm, etc.	<u>Local Emergency (Police/Fire/Medical)</u>	<u>911</u>	Administer first aid, evacuate if safe to do so, follow directions of emergency personnel

You are at the Beef Center located at 2704 Union Hill Rd. Carbondale, IL 62903

## **Reporting the Emergency**

When you are reporting an emergency, be prepared with the following information:

WHAT: the type of injury or problem

WHERE: provide the building name and location

HOW: describe the problem and step by step how it occurred

WHO: provide the number of injured, sick or threatened, and ages if possible

CONTACT: provide your phone number if a return call is necessary – **STAY ON THE PHONE WITH EMERGENCY PERSONNEL IF POSSIBLE**

HELP: return to the area if it is safe and help any victims if possible

## **Evacuation of Facilities**

It is imperative for every staff, student and hired labor to know the floor plan of the building that they are occupying and the emergency exit. A well-known meeting place is established outside every facility and that is where all persons will be accounted for in the event of an emergency. Do not go to a different location. Follow all instructions given by the Center Manager, Director of Farm Operations and/or Emergency Personnel.

Meeting Place: Across the road from the beef office, by the double gated horse pasture.

## **General Emergency Strategies**

It is very important to remain calm and communicate. All students and hired labor must communicate with their immediate supervisor (Center Manager or Director of Farm Operations). Everyone responds differently to fear and stress, so be patient and kind to others. Observe all details in your surroundings and be clear with your information. Look for ways to be helpful. Take all practice and training sessions seriously. Your personal safety must be your first priority so that you can then assist others. Do not put yourself in any harmful situation.



## **Animal Care and Husbandry**

All livestock residing on the Beef Farm will be managed in a manner that permits the animals to grow, mature, reproduce, and be healthy. Proper management is essential for the well-being of the animals, the validity and effectiveness of research and teaching activities, and the health and safety of animal care personnel.

### **Procedures:**

All cattle included on approved IACUC protocols (including bulls on Bull Test) will follow the procedures described in the protocol. However, documentation of daily observations must be recorded while the animals are being used for research, teaching or testing projects.

If a member of the investigator's staff notices an animal is behaving abnormally, they should notify the Beef Center Manager.

The center manager and faculty advisor work together prior to any significant herd health protocol changes (vaccination program, deworming schedule, disease control measures, etc.). Daily treatments and emergencies are managed by farm staff, but all treatment protocols must align with the guidelines reviewed by the contracted veterinarian.

All research/programmatic animals follow this SOP unless on an active approved IACUC protocol.

### **1) Housing**

- a) All animals are housed on pasture 24/7, 365 days a year unless sick, injured, being utilized for study, for classes, and/or have a health concern.
- b) Feedlot animals are typically housed inside, not in pasture
- c) All feedlot pens have shade covering available and automatic waterers year round
- d) Sick animals will be quarantined, if they have an infectious disease, in a barn away from other animals, following the quarantine procedure.
- e) Bull test animals are in pens that have shade available with automatic waterers year around
- f) Numbers of animals/pen follow the current AG Guide for spacing requirements

### **2) Gates**

- a) All gates which allows access to farm from the main road must be locked after hours and on the weekend. The gate can be locked, if deemed necessary, by beef center manager, Assistant Director of Farms, director of Farms, or workers during working hours.
- b) All areas (pastures/pens) must remain latched and secured when cattle are housed in them. All persons must latch gates and doors after opening/entering them.

### **3) Feeding and Nutrition**

- a) Feeding
  - i) Mature beef cattle housed at the Beef Farm are managed to maintain a "body condition score" (BCS) between 4 and 6 (using a scale of 1-9 where 1 is extremely emaciated and 9 is extremely obese).
  - ii) Animals are housed in pasture in spring, summer and early fall

- iii) Hay is fed late fall and winter or when grass is not adequate
  - (1) All cows always have access to free choice mineral and salt
  - (2) Bull Test bulls will be fed a diet in the approved IACUC protocol
  - (3) Forage may be supplemented with concentrate if:
    - 1. Winter
    - 2. Gestation
    - 3. Lacking BCS
    - 4. Training
    - 5. Grass is not adequate
    - 6. Animals are on study
    - 7. Animals are being finished
  - (4) Animals that are to be “finished” or “conditioned” prior to sale, will be fed diets formulated to meet or exceed NRC requirements for cattle of their size and desired growth rates. Mineral for these animals is provided in the diet. Newly received cattle will be fed a receiving diet for 10-21 days depending on cattle history. Cattle known to have been acclimated to feed, “bunk broke” may be fed receiving diet for as short as 10 to 14 days while freshly weaned or highly stressed cattle may be fed receiving diet for as long as 21 days or until normal DM intake between 2-3% of body weight is achieved
- b) Watering
  - (1) Water will be provided for animals ad libitum
  - (2) Waterers will be cleaned/rinsed frequently
  - (3) Waterers are inspected daily when the animals are observed to ensure that the waterers are working properly and clean.
- c) Feed Bulk Bins
  - (1) All bulk bins will be labeled with type of feed
  - (2) After each bulk bin is empty, prior to another batch being delivered, the bulk bin will be inspected for remaining feed. If feed remains, the feed will be cleaned out and the boot will also be inspected and free of feed prior to the bin being refilled.
  - (3) Quarterly, the bin will be inspected for holes and rust on the interior of the bin and maintained accordingly.
- d) The ration formulation and nutritional program will be reviewed annually with the faculty advisor and center manager. Any major changes in feed ingredients, supplementation, feeding practices, or overall diet formulation will be consulted with the faculty advisor to achieve teaching objectives. The PI is responsible for animals on active research protocols.

#### **4) Identification**

- (1) Ear Tags
  - (a) All animals will be identified with an ear tag. The identification will be applied within 24 hours of birth or arrival at the farm, in the right ear.
  - (b) Non-farm born animals acquired for research projects will be tagged according to the P.I.’s choice of method and numbering system. However, these tags will differ from SIU-raised cattle.
  - (c) Bull test bulls have ear tags in the left ear.

- a. RFID tags are also applied upon arrival.

## **Reproduction**

### **1) Breeding season**

- a) The Beef Farm utilizes a multifaceted breeding plan. The beef center utilizes artificial insemination (AI) as well as live cover based on Beef Center Manager and faculty advisor decisions.
- b) A bull will be turned in with the artificially inseminated cows a minimum of 14 days post breeding and left for at least 46 days to perform “clean up” breeding.
- c) Bulls are fed supplemental feed, as needed, to maintain BCS 4-6 (on 1-9 scale)
- d) The synchronization program(s) used on cows will be documented.
- e) The breeding decisions (breeding schedule, sire selection, synchronization protocols, AI vs live cover) will be developed with the consultation with the faculty advisor to support both herd improvement and production goals with consideration of the budget.

### **2) Gestation**

- a) All animals will be maintained on pasture or in barn during gestation.
- b) Pregnancy exams will either be from a blood draw from the tail or jugular and sent off to be evaluated or a rectal palpation will be performed by qualified personnel.
- c) If any animals are suspected to have lost their calf / reabsorbed, and/or past 2 weeks from their due date a rectal palpation will occur to ensure the calf is still alive/healthy or if the cow miscarried- this will be performed by qualified trained personnel.

### **3) Calving & Neonate Management**

#### Calving

- a) Cattle are maintained on pasture during calving, weather permitting or in designated calving pens
- b) First calf heifers are kept in small paddocks close to the barn, which provide easy access.
- c) Heifers in which parturition has begun are monitored throughout the day/night until the calf is delivered, licked off, standing, and nursed.
- d) Any heifer, which has not calved within 30 minutes of the “water breaking”, will be examined/monitored by the manager, Assistant Director of Farms, and/or veterinarian. The beef manager, Assistant Director of Farms and/or vet will determine when calving assistance is needed.
- e) If assistance is given, the pair is kept up in a stall until the calf has been licked off, standing, and nursed. At that time the pair is turned out to fresh pasture with other new-pairs or alone once the calf is strong.
- f) Cows are monitored at least twice daily for calving difficulty. If a cow is observed to be in the early stages of calving, she is monitored until the calf is delivered, licked off, standing, and nursing.
- g) If a cow goes one hour, “after the water breaks,” without any progress, the cow is evaluated by the manager or farm worker. If no progress, the cow will be examined/monitored by the manager and/or veterinarian. The beef manager, Assistant Director of Farms and/or contracted vet or SIU Attending Veterinarian will determine when calving assistance is needed.
- h) If assistance is given, then the pair is kept in the stall until the calf has nursed. The pair is then returned to a new pasture with other pairs.

- i) If the calf is not seen nursing and/or the cow isn't allowing it to nurse, the pair will be brought into the barn (main barn ideally) to observe. If it has not nursed within 4-6 hours, the cow will be milked, and the calf will be bottle fed or tube fed (if needed).
- j) If the manager or farm worker is unavailable, then the vet is called. Cows, which calve on their own, while on pasture, stay on pasture with other pairs after the calf has been processed. Cows that calve in designated calving pens will be moved to pasture as soon as practical.

#### Neonatal care

- a) Baby calves are "processed" as follows:
  - (1) ear tag is applied to right ear
  - (2) weight is taken
  - (3) vaccinations are administered
  - (4) sex is determined
  - (5) The dam's ID and any descriptive markings are then recorded.
  - (6) All information is recorded in the calf book and transferred into CattleMax
- b) If any calf is low vitality or showing signs of not being healthy, the pair will be brought to the main barn and be cared for intensively immediately. The calf will be bottle or tube fed, monitor temperature and treat as needed in coordination with the center manager, Assistant Director of Farms and contracted veterinarian, if needed.
  - i) Calves that require special attention will be treated according to the center manager, Assistant Director of Farms, farms director, and/or the contracted or SIU attending veterinarian, as needed.
- c) Twins who are not accepted by the dam or a calf who's dam dies or will not accept it will be brought into the Barn and housed in a stall and bottle-fed according to age. If the calf is a newborn, colostrum will be fed for 24 hours followed by milk replacer, thereafter.
- d) If a calf dies, the dam is evaluated for milking ability and soundness to determine whether she is a good candidate to raise another calf. If so, an orphan calf (if available) may be fostered to the cow. This decision is made by two or all of the following: beef manager, faculty advisor, Assistant Director of Farms, Farms Director
- e) The procedure(s) for fostering is as follows. One of the following two procedure(s) is taken. 1) the dead calf is skinned and the 7 skin is then placed the orphan calf and monitored for safety and nutritional status. 2) The cow is restrained in the squeeze chute and the calf is put next to the udder to determine if it is interested in nursing. If it is, the cow is teased to make her urinate and the calf is drenched in the cow's urine so it will smell like the cow. The pair is then put into a stall, with plenty of hay and water for the cow, and observed for 30 minutes. If the cow kicks excessively she is put back into the head chute and the calf is allowed to nurse until full. They are then returned to the stall and observed for an additional 30 minutes to ensure the cow does not injure the calf. If the cow is aggressive toward the calf then they are housed in separate adjoining pens and monitored every 4-6 hours. Once the calf appears hungry the process is repeated. If the cow does not accept the calf within 48 hours, the calf is bottle-fed and the cow returned to pasture. While the calf or pair is housed in a stall, the feces will be removed from the bedding with a pitchfork twice daily and fresh straw bedding added once per day, in the evening

#### Calf Warming

- (1) Chilled calves are moved to the barn with the cow placed in a straw-bedded stall.
- (2) The calf is placed in a bedded stall with straw, dried with towels and a heating pad in the floor or calf blanket is used. Once the calf is up and walking, it is returned to the cow in the holding stall until it has nursed and is doing well enough to return to pasture.

## **Restraint**

*Policy: It is the policy of the Beef Farm that all livestock residing at its facilities will be restrained, confined or tethered in a manner which complies with the policies described within the Guide, Ag Guide, "Handbook on Humane Animal Care and Use" and the "IACUC Policies."*

### **1) Chutes/Haltering**

- a) The most common restraint device used at the Beef Farm is a head chute with a head catch.
  - i) This normally does not exceed 10 minutes per head. Occasionally an animal must be held for a longer time to complete an evaluation or treatment. If this occurs, someone remains located at the animal's head to monitor breathing and temperament.
- b) Cow halters will be utilized to halter break cattle and to tie animals for training, teaching, and/or research

### **2) Manual Restraint**

- a) Newborn calves are caught and restrained shortly after birth, for processing. This is done by holding the animal around the neck or standing straddling the calf and holding it between one's legs.
  - i) The calves are ear tagged, weighed (if possible) and evaluated, rarely requiring more than momentary restraint.

## **Transportation of Livestock**

*Policy: It is the policy of the Beef Farm that all livestock residing at its facilities will be transported in an appropriate manner, which complies with the guidelines of the "Ag Guide" and minimizes the risk of injury to the animals and animal care staff.*

- A. University Farms staff will haul animals, using Farms' equipment. Farms' truck and stock trailer will be used for general transportation.
- B. In cases where large numbers of animals are to be hauled a professional transportation company may be hired to provide transportation.
- C. Bedding- The trailer will have bedding such as straw or shavings on the floor in times of extremely cold weather.
- D. Hauling in the early morning or late afternoon will be standard when there is extreme heat.
- E. The trailer is swept out after each trip. If an ill animal is hauled, the trailer and all equipment are disinfected with Virkon® S or chlorohexidine in accordance with the manufacturer's directions.

## **Standard Agriculture Practices**

*Policy: It is the policy of the Beef Farm that properly trained personnel may perform “Standard Agricultural Practices,” to animals residing on its farms.*

### **1) Blood collection**

- a) When cattle are restrained as indicated in “Restraint” up to 50 ml of blood may be collected via jugular or coccygeal venipuncture once weekly.
- b) Collection will be performed by trained personnel
- c) New needles will be used on each animal with appropriate needle size selection based on age, weight and vein size/location

### **2) Castration**

- a) Bulls less than 500 lbs. may be castrated (by banding) as a farm activity or during college class times, as a laboratory teaching exercise by supervised undergraduates, supervised or trained graduate students, by beef farm personnel, University Veterinarians, or non-University practicing veterinarians.
- b) Older, heavier weight bulls, > 500 lbs. may be castrated by the contracted veterinarian or the SIU Attending Veterinarian. Heavier weight bulls will be given a local anesthesia to minimize the pain and discomfort during the procedure.

### **3) Dehorning**

- a) If horns are present, horns will be removed using spoon or tube dehorning within 2 weeks of birth. Horn tipping is acceptable for cattle used in terminal feeding experiments. Animals born with horns will be completely removed from breeding stock.
- b) If horned animals are purchased, they will be dehorned within the first 2 weeks of arrival and in compliance with the Ag Guide.

### **4) Tube feeding**

- a) Tube feeding is performed when baby calves are too weak to nurse the cow or bottle. It is only performed by trained employees who have received training or by the contracted veterinarian or SIU Attending Veterinarian.

### **5) Weighing**

- a) Calves are weighed at birth (if possible) using a portable handheld scale.
- b) Other weights are taken when the animals go through the cattle restraining chutes, which are equipped with scales.
- c) Other weights taken as part of a research project must follow the protocol.

### **6) Hair reduction**

- a) Hair may be shortened for numerous reasons. Examples include but are not limited to blood/tissue collection, heat dissipation, wound healing, and physical appearance
- b) Cattle will be restrained as indicated in Restraint
  - (1) Electric clippers
    - (a) Used for large, small or sensitive areas
    - (b) Blades selected will be appropriate for desired final hair length
    - (c) Clipper operation, maintenance and safety reviewed
- c) Hair reduction may also be hired out

### **7) Halter breaking**

- (1) Calves and young cattle may be taught to lead with a halter for numerous reasons. People allowed to halter break animals include managers, farm workers, classes, SIU affiliated clubs and RSO's with proper SIU husbandry staff.
- (2) Cattle will be started as early as possible to reduce stress
- (3) Halters must fit the animal and not cause undue discomfort
- (4) Classes, clubs, RSO's, and employees may halter break animals only with the center manager's, Assistant Director of Farms and/or Director of Farms approval
- (5) When halter-breaking, the animals will be tied up for short amounts of time at first to familiarize the cattle with the halter. As they progress the amount of time may be lengthened to further their restraint training
- (6) They will never go more than 2-3 hours without a break.
- (7) After the animal has become comfortable with the halter they may begin being taught how to follow/ be led by a handler.
- (8) Animals will never be left wearing halters overnight without supervision.

## **Animal Health**

*Policy: All livestock used or housed at the Beef Farm are required to receive adequate veterinary care in a manner that is acceptable with current veterinary practices. Properly trained personnel may process cattle for disease prevention and provide "specific veterinary therapies" for common diseases to animals residing on its farms.*

### **1) Observation of animals**

- a) All animals are observed at least 2x daily for overall health, lameness, injury, calving, BCS, etc. This includes bull test, feedlot, etc.)
- b) An animal observation checklist is completed and maintained in the Beef Farm office along with any comments concerning animal illness, injury, or feed and water problems.

### **2) Disease - diagnosis, treatment and management**

- (1) Beef farm personnel typically treat common health problems without veterinary consultation.
  - (a) Problems trained personnel are typically allowed to treat include:
    1. Bloat
    2. Baby calf scours
    3. Respiratory disease (pneumonia)
    4. Pinkeye
    5. Lameness
    6. Minor lacerations
  - (b) All animals are observed daily for improvement. Once treatment is completed and animal returns to normal health the case is considered resolved. If the animal was housed separately during treatment, it is returned to its group.
  - (c) If an illness or injury hasn't shown improvement or significant progress toward healing following treatments, the contracted vet and SIU Attending Vet will be notified to assess and prescribe an appropriate treatment regime for the animals.
- (2) In case of an animal health emergency, the beef manager will be notified. The beef manager will notify the faculty advisor within 24 hours. The beef manager



will also notify the Farms Assistant Director to notify the IACUC and SIU Attending Veterinarian.

### **3) Handling Non-Ambulatory Animals**

*Policy: Any non-ambulatory animal will be provided immediate care and handled in a humane manner that is acceptable with current veterinary practices.*

- (1) Non-Ambulatory Cows: A non-ambulatory cow refers to a cow which is not able to stand, rise, or walk without assistance. Cows can become non-ambulatory for many reasons including, but not limited to the following:
  - (a) Calving Paralysis
  - (b) Milk Fever
  - (c) Mastitis/Metritis
  - (d) Injury (Bone Fractures, Spinal Injury, etc.)
  - (e) Secondary Causes: If a cow has been down for 6-12 hours, this may cause permanent nerve or pressure damage
- (2) Recommended procedures for Non-Ambulatory Animal:
  - (a) A prompt diagnosis should be made by the Center Manager, in consultation with the faculty advisor, to determine whether the animal must be humanely euthanized or will respond to additional care.
  - (b) Non-ambulatory cattle should be provided immediately with adequate shade or shelter against adverse weather and shall also have adequate access to water and feed in a location that provides good footing and soft bedding – bare concrete surfaces are unacceptable.
  - (c) In the event a non-ambulatory animal must be moved to a different location for proper care, handle the animal very carefully to avoid compromising animal welfare.
  - (d) In rare instances when an animal must be dragged a few feet because there is no other alternative, pad non-injured limbs and use padded belts to which a rope, chain, or cable can be attached. Drag the animal the shortest possible distance to a point where a better method of moving can be employed.
- (3) Nursing Care: If providing nursing care to a non-ambulatory cow, the following guidelines should be followed
  - (a) Provide feed and water ad libitum.
  - (b) Prop up cattle into a sternal (upright) position
  - (c) Rotate the cow from side-to-side every 2-3 hours in order to prevent tissue and nerve damage
  - (d) Assess daily (with consultation from a Veterinarian) for ability to stand and bear weight and keep record.
- (4) Preventing Non-Ambulatory Cattle
  - (a) Identify and manage lame, thin and sick cattle promptly; most cattle in transit go "down" because their initial problems were ignored
  - (b) Adequate space, secure footing, properly designed and maintained housing and loading equipment reduce costly accidents, injuries and bruising
  - (c) Marketing animals while they are still in good physical condition reduces transit occurrence of non-ambulatory animals



- (d) Keep hooves well-trimmed to prevent falls and promptly treat foot problems that can cause lameness
- (e) Handle cattle quietly and gently to prevent injuries

#### **4) Vaccines**

##### **a) All animals will be annually vaccinated (brands may vary)**

- (1) Pregnant animals will be vaccinated with a killed vaccine or vaccine safe for pregnant animals, examples are below (actual vaccine name will vary based on availability):
  - (a) Calvary 9
  - (b) Vision 7 Somnus + Spur  
WITH
  - (c) Vira Shield 6 + VL5 – booster (modified live)
- (2) Open animals can be vaccinated with either killed or modified live
  - (a) Can be given Vira Shield 6 + VL5 (example), 2-4 weeks before breeding. It covers:
    - 1. Infectious Bovine Rhinotracheitis (IBR)
    - 2. Bovine Viral Diarrhea (BVD) Types I and II
    - 3. Parainfluenza (PI3)
    - 4. Bovine Respiratory Syncytial Virus (BRSV)
    - 5. Vibrio
    - 6. 5 strains of Lepto
    - 7. L. hardjo-bovis
    - 8. Haemophilus somnus
- (3) Calves are vaccinated during processing (within 24 hrs of birth) with:
  - 1. Calf guard
  - 2. Inforce 3
  - 3. Animals may also get other vaccines as needed such as warts, pinkeye, etc.

#### **5) Deworming**

- a) All animals will be dewormed at least 2x/ year (spring and fall)
- b) Can be pour on, oral, or injectable
- c) Injectable is typically for parasite infested animals

#### **6) Housing Drugs and Vaccines**

- a) Inventory and document drugs and vaccines regularly
- b) Vaccines and drugs with the shortest expiration date should be used first.

### **Individual Health Records**

- 1) Each animal has an individual health record on CattleMax. Which includes the animal's breed, sex, age, parents (if known).
- 2) Individual animal records documents routine vaccination, deworming, hoof care, medications administered, and animal usage.

- 3) Prior to any animal usage, the center manager needs to be contacted and communicated with on which animals are available to use and after to notify which animals were used and what activity was done.
- 4) Records for treatments, injury, and illness are recorded in CattleMax as well. Including the date, treatment performed, and who performed the treatment.
- 5) Records must be updated promptly and daily. If there is ANY indication that an animals' condition should be reported to the manager, this **MUST** be done separately from any electronic documentation.
- 6) Any drug and/or treatments given, and any invasive procedures must be recorded in the individual cow record **within TWO hours of administration**. The amount, drug name (generic name preferred), route of administration, as well as why it was administered, and the person's initials are required.
- 7) Any animal usage must also be recorded, beyond basic husbandry. This includes vaccination, dental care, hoof care, parasite testing and treatment, etc. As well as examinations and usage. These items must be recorded on the **SAME DAY**.
- 8) The level of detail used should be enough that others can clearly understand what has taken place and can use the information to make informed decisions about animal use and health.
- 9) What is not needed: research specific data, explanations of routine procedures that follow generally recognized patterns, routine daily husbandry.
- 10) Students do not receive access to this system. Center managers, instructors, professors, PI's, the Assistant Director of Farms, the Director of Farms, Attending Veterinarian, contracted Veterinarian and the Dean can have access

### **Euthanasia Guidelines**

*Policy: Euthanasia will be carried out in a humane manner acceptable with current veterinary practices so that animal pain and suffering are minimized. This is in consultation with the center manager and faculty advisor. Farm staff may act immediately in emergency situations.*

- 1) Euthanasia is sometimes necessary to eliminate animal pain and suffering. This will be carried out by the contracted veterinarian or SIU attending veterinarian.
- 2) Some reasons for euthanasia include but are not limited to:
  - (a) Severe emaciation, weak cattle that are non-ambulatory or at risk of becoming nonambulatory.
  - (b) Downer cattle that will not sit up, refuse to eat or drink, have not responded to therapy and have been non-ambulatory for 24 hours or more.
  - (c) Rapid deterioration of a medical condition for which therapies have been unsuccessful.
  - (d) Severe, debilitating pain.
  - (e) Compound (open) fracture.

- (f) Spinal injury.
  - (g) Central nervous system disease.
  - (h) Multiple joint infections with chronic weight loss.
- 3) The decision to euthanize is a decision made by the center manager in consultation with the faculty advisor. The Assistant Director of Farms and Director of Farms are to be communicated with as well.

### **Purchasing Livestock**

Purchasing and selling livestock, cull animals, production animals will be in consultation with the faculty advisor, center manager, and director of Farms to ensure alignment with herd genetic goals, teaching and research needs, and the budget.

### **Programmatic Livestock**

- 1) All animals purchased by a PI for research purposes will pay for the cow's daily care and all veterinary bills not covered by the per diem. All emergency veterinary bills are paid by the PI.
- 2) Cows can be purchased by the PI in coordination and discussion with the Center Manager and/or Director of Farms. No purchases can be made without prior approval from the Director of Farms.
- 3) The Beef Center must have enough pasture space and the capability of housing and maintaining the new number of cattle.
- 4) If the center does not have enough hay, the hay SIU makes is prioritized to the SIU owned herd and the PI is responsible for paying for hay purchased outside of SIU.
- 5) When animals are not on study, they are managed and treated according to this SOP

### **Per Diem is as follows:**

- 1.) All per diems are pro-rated per day if animals or facilities are not used for the whole month

<b>Cost and Animal Type</b>	<b>Included:</b>
\$2.50 per open animal/day	Normal feeding/diet, routine care-pasture only
\$4.00 per bred animal/ day	Normal feeding/diet, routine care-pasture only
\$1 per pen/ day	Maintenance and cleaning of pen
Feedlot	Discussion with Farms Director prior to use

- If animals and facilities are utilized both per diems will be charged.

Additional services to be negotiated with the Center Manager and Director of Farm Operations (i.e. concentrate feeding, hay outside of hay season, etc.)

- 2.) Facility usage fee structure is below:

<b>Animal Units Facility Fee structure</b>	<b>Included:</b>
\$225/month	Research, without Farms assistance/cleaning/materials
15% of proceeds	Income generating activities outside of research (seminars, short courses, etc.) without Farms assistance/cleaning/materials
No Charge	Teaching, recruitment, outreach activities

- If animals and facilities are utilized both per diems will be charged.

3.) PI's will be billed monthly

## **Volunteer Service Agreement**

### **University Farm – Guest Faculty/Expert Instructors**

This Volunteer Service Agreement (“Agreement”) is made between the Board of Trustees of Southern Illinois University, a body politic and corporate of the State of Illinois, by Southern Illinois University Carbondale on behalf of its University Farms (“University” or “SIU”) and \_\_\_\_\_ (“Volunteer”) regarding Volunteer’s participation in instructional activities at the University Farm.

#### **1. Purpose**

The purpose of this Agreement is to memorialize the Volunteer’s role in supporting the University Farm’s educational mission by providing guest instruction, demonstrations, or expertise in laboratory and field settings.

#### **2. Scope of Volunteer Service**

- The Volunteer wishes to and agrees to volunteer as a guest instructor/expert for certain laboratory or farm-based learning activities as determined by the University (“Activity”) and SIU agrees to permit Volunteer’s participation in the Activity subject to the terms and conditions of this Agreement.
- Specific duties of the Activity may include, but are not limited to:
  - Assisting with laboratory or farm demonstrations
  - Working around and/or with livestock.
  - Delivering guest lectures or workshops.
  - Advising students during hands-on farm activities.
  - Sharing specialized expertise relevant to agricultural teaching and research.

#### **3. Status of Volunteer**

- Volunteer understands and agrees that no employment relationship is created by this Agreement and that Volunteer will not receive from SIU any compensation, reimbursement, or employment benefits of any kind for the Activity, including but not limited to, any academic credit, monetary compensation or reimbursement, worker’s compensation in the event of an injury to Volunteer, any insurance coverage, disability benefits, contributions to a retirement fund or other retirement benefits. Volunteer understands and agrees that Volunteer has no property interests of any kind in the Activity.

#### **4. Term and Termination**

- This Agreement will begin on \_\_\_\_\_ and end on \_\_\_\_\_, unless extended by further written agreement of the parties signed by their respective authorized representatives.
- Either party may terminate this Agreement at any time, with or without cause, by providing written notice to the other party.

#### **5. Policies and Safety**

- In performance of the Activity, the Volunteer agrees to comply with all University and Farm policies, including safety procedures, biosecurity measures, and codes of conduct and all applicable law.
- The Volunteer agrees to follow all reasonable directions of University staff/faculty regarding the care of animals, use of equipment, and interaction with students.
- The Volunteer understands that participation involves inherent risks associated with farm and laboratory environments and agrees to follow all risk mitigation measures provided by the University.

#### **6. Confidentiality**

- The Volunteer may have access to student, research, or University information. All such information must be kept strictly confidential and may not be disclosed without prior written authorization of University's authorized representative.

#### **7. Liability**

- The Volunteer agrees to promptly report any accidents, injuries, or incidents occurring during service.
- Knowing the dangers, hazards, and risks of the Activity, Volunteer, on Volunteer's own behalf and on behalf of Volunteer's family, heirs, personal representative(s), agents and assigns, agrees to assume all the risks and responsibilities surrounding Volunteer's participation in the Activity, the transportation to and from the Activity, and in any independent research or activities undertaken as an adjunct thereto, and in advance releases, waives, forever discharges, and covenants not to sue SIU, its governing board, officers, agents, employees, and any students acting in their capacity as SIU employees (hereafter called the "Releasees"), for any and all liability, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature ("Claims") that Volunteer may have or that may hereafter accrue to Volunteer, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be

sustained by Volunteer or by any property belonging to Volunteer while participating in the Activity or while in, on, upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity, occurs or is being conducted. Volunteer further agrees to indemnify and hold Releasees harmless from and against all such Claims.

## **8. Governing Law**

This Agreement and any dispute arising thereunder shall be governed by and construed in accordance with the laws of the State of Illinois. A court of competent jurisdiction sitting within the State of Illinois shall have exclusive jurisdiction over claims arising hereunder.

## **9. Acknowledgment and Acceptance**

By signing below, both parties acknowledge and agree to the terms of this Volunteer Service Agreement.

### **Volunteer**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **University Representative**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Assumption of Risk, Release and Hold Harmless Agreement**

Name of Participant: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: home: \_\_\_\_\_ work: \_\_\_\_\_ cell: \_\_\_\_\_

Age (In years): \_\_\_\_\_ Email: \_\_\_\_\_

Prior livestock/companion animal experience:

**EMERGENCY CONTACT INFORMATION:**

Name of person to contact in emergency: \_\_\_\_\_

Telephone(s): \_\_\_\_\_ cell: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Important health information that we should know (allergies, medications, conditions):

Release to the Board of Trustees of Southern Illinois University, a body politic and corporate of the State of Illinois, on behalf of Southern Illinois University Carbondale (the "University").

1.0 I desire to voluntarily participate in the following activity:

\_\_\_\_\_ ("Activity"), to be held at Southern Illinois University Carbondale on \_\_\_\_\_. I acknowledge that the Activity involves engaging with horses and/or other livestock, including but not limited to being in close proximity to such animals. I further understand and appreciate the dangers, hazards, and risks inherent in the Activity, in the transportation to and from the Activity, which dangers include but are not limited to the propensity of livestock to behave in dangerous and unpredictable ways, the inability to predict livestock reactions to sound, movement, objects, persons or other animals, the hazards of surface or subsurface conditions, the potential of other participants acting in a negligent manner that may cause or contribute to injury, such as failing to maintain control over an animal, and which also could include serious or even mortal personal injuries and property damage. I understand that the list of such dangers is not a comprehensive list and that other risks may be associated with my participation in the Activity or transportation to and from the Activity.

2.0 Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Activity, on behalf of myself, my family, heirs, and personal representative(s), I, the undersigned, voluntarily agree to assume all the risks and responsibilities surrounding my participation in the Activity, the transportation to the Activity, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, forever discharge, and covenant not to sue the University, its governing board, officers, agents, employees, and any students acting in their capacity as University employees (hereafter called the "Releasees"), for any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to



pain and suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity, occurs or is being conducted.

3.0 I understand and agree that Releasees may not have medical personnel available at the location of the Activity. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment. Further, Releasees shall not be responsible or liable for any costs or other charges related to such medical treatment.

4.0 I understand that any personally owned automobiles used in conjunction with this Activity are not covered by the University for personal property damage or liability. I understand that if I utilize a personally owned automobile, I am required to carry auto liability insurance as required by the State of Illinois and any state or nation in which the Activity takes place. Further, if I agree to be a passenger in a vehicle that is not owned and/or operated by a University faculty member or representative, I hereby assume any and all risks that may be associated with riding in such vehicle and will hold the Releasees harmless from any and all loss, damage, injury or liability that may arise from such act.

5.0 It is my express intent that this release and hold harmless agreement shall bind the members of my family and spouse and my estate, family, heirs, administrators, personal representatives, and assigns and shall be deemed as a "Release, Waiver, Discharge and Covenant" not to sue the above-named Releasees. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my family, arising out of my participation in the Activity.

6.0 In signing this Release, I acknowledge and represent that I have fully informed myself of the content of the foregoing waiver of liability and hold harmless agreement by reading it before I sign it, and I understand that I sign this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

7.0 I am voluntarily participating in the Activity, despite the possible dangers and risks and despite this Release.

8.0 I warrant and represent that I am at least eighteen (18) years of age (or have permission of my parent or legal guardian to participate) and fully competent to sign this agreement; and that I execute this release for full, adequate, and complete consideration fully intending to be bound by the same. I further warrant and represent as follows: (a) that there are no health-related reasons or problems which preclude or restrict my participation in the Activity; (b) that I am of sufficiently good health, and medically able, to take part in the Activity; and (c) that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

9.0 I further agree that this Release shall be governed by, and construed in accordance with, the laws of the State of Illinois without regard to its conflict or choice of law principles. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

IN WITNESS WHEREOF, the following persons have executed this release this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**THIS IS A RELEASE AND WAIVER OF SUBSTANTIAL LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND THE PROVISIONS OF THIS DOCUMENT BEFORE SIGNING.**

**PARTICIPANT:**

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**Signature**

**PARENT OR LEGAL GUARDIAN  
(If Participant is under age of 18 years)**

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**Signature**

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**Name (Please Print Legibly)**