### Research Animal Resources
#### Cage Card Reference

**Standard Barcoded Cage Card**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Customer Number</td>
</tr>
<tr>
<td>2</td>
<td>PI Name</td>
</tr>
<tr>
<td>3</td>
<td>Protocol Number</td>
</tr>
<tr>
<td>4</td>
<td>Per Diem Rate</td>
</tr>
<tr>
<td>5</td>
<td>Lab Contact Information</td>
</tr>
<tr>
<td></td>
<td>• This is the number RAR will use to contact the lab in case of animal related health issues.</td>
</tr>
<tr>
<td></td>
<td>• The lab contact information should be for someone who works directly with the animals.</td>
</tr>
<tr>
<td></td>
<td>• List a local number where possible, as not all phones are equipped for long-distance.</td>
</tr>
<tr>
<td></td>
<td>• Make sure you have set up your voice mail to accept messages at your contact number.</td>
</tr>
<tr>
<td></td>
<td>• If the preprinted listing is wrong, write in the name and best contact number.</td>
</tr>
<tr>
<td></td>
<td>• If RAR is unable to reach the lab at the lab contact info provided, treatment or euthanasia will be performed at the veterinarian’s discretion.</td>
</tr>
<tr>
<td>6</td>
<td>Animal species</td>
</tr>
<tr>
<td>7</td>
<td>Animal strain</td>
</tr>
<tr>
<td>8</td>
<td>Animal sex</td>
</tr>
<tr>
<td>9</td>
<td>Animal DOB</td>
</tr>
<tr>
<td>10</td>
<td>Additional comments</td>
</tr>
<tr>
<td></td>
<td>• If you have more than one account paying for animals, list your RAR billing name</td>
</tr>
<tr>
<td>11</td>
<td>Barcode</td>
</tr>
<tr>
<td>12</td>
<td>Room assignment</td>
</tr>
<tr>
<td></td>
<td>• If animals need to be relocated due to change in PI, etc., a transfer request must be submitted and approved.</td>
</tr>
</tbody>
</table>

**Do not destroy these cards!**
They belong to RAR and must be returned to the RAR Business Office when no longer
needed. When the Business Office receives the cage card, the per diem cage charge ends.

### Temporary Card

<table>
<thead>
<tr>
<th>Completed by:</th>
<th>RAR Staff, Investigator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose:</strong></td>
<td>Obtain a new barcoded cage card for a new cage of animals.</td>
</tr>
<tr>
<td><strong>When to use:</strong></td>
<td>Any time a new cage is being created.</td>
</tr>
<tr>
<td></td>
<td>• Breeding</td>
</tr>
<tr>
<td></td>
<td>• Weaning</td>
</tr>
<tr>
<td></td>
<td>• Separating animals due to fighting</td>
</tr>
<tr>
<td><strong>Details:</strong></td>
<td>All cages must be identified with owner name &amp; protocol at all times.</td>
</tr>
<tr>
<td></td>
<td>Unlabeled cages could be euthanized if the owner cannot be found.</td>
</tr>
<tr>
<td></td>
<td>Carbon copy card.</td>
</tr>
<tr>
<td><strong>Procedure:</strong></td>
<td>Investigator fills out temporary card using information from parent bar coded cage card.</td>
</tr>
<tr>
<td></td>
<td>Investigator puts the top white copy in the outbox and the bottom cream colored copy in a cage card holder on the animal cage.</td>
</tr>
<tr>
<td></td>
<td>RAR takes top white copy to the business office where a barcoded cage card will be issued.</td>
</tr>
<tr>
<td></td>
<td>RAR staff will put the new bar coded cage card on the cage with the matching temporary card.</td>
</tr>
<tr>
<td></td>
<td>• The temporary card will be kept on the cage behind the bar coded cage card.</td>
</tr>
</tbody>
</table>
**Euthanize card**

Completed by:
- Investigator

Purpose:
- Identifies animals the investigator has authorized RAR to euthanize.

When to use:
- Any healthy animal requiring euthanasia.
- NEVER use with sick or injured animals or unweaned pups.

Details:
- RAR staff euthanize labeled animals once a day, usually in the morning.
- Depending on when a cage is labeled for euthanasia, animals may not be euthanized until the next day.
- All rodents labeled with a Euthanize card must have adequate food and water, and must be housed at the appropriate density.

Procedure:
1. Investigator fills out card completely.
2. Investigator replaces the bar coded cage card with the euthanize card.
3. Investigator puts the bar coded cage card in the area out box to stop per diem billing.
4. RAR staff will euthanize the marked cages.

**Animal Health Report card**

Completed by:
- RAR Staff, Investigator

Purpose:
- Identifies cages of sick or injured animals for veterinary exam.

When to use:
- Sick or injured animals needing veterinary care.
- NEVER use for emergencies. In the event of an emergency, page the emergency vet pager.

Details:
- Veterinary staff will complete an initial examination to determine if medical treatment or euthanasia is necessary.
- If treatment or euthanasia is necessary, the lab will be contacted.
- Carbon copy card – top white copy goes to area vet staff, bottom cream colored copy is placed on animal’s cage behind the barcoded cage card.

**Veterinary Exam & Plan card**

Completed by:
- RAR Veterinary Staff

Purpose:
• Used as animal’s medical record for monitoring and treating sick or injured animals.

When to use:
• When animals are being monitored or treated by RAR veterinary staff for an injury or illness.

Details:
• Veterinary staff will update card each time a treatment is administered or monitoring is performed.
• Card placed on animal cage behind the barcoded cage card.
• DO NOT THROW CARD
  • Card must be saved by RAR. If an animal with a veterinary exam and plan card is euthanized, leave the card in the designated location.
### Treatment card

**Completed by:**
- RAR Staff

**Purpose:**
- Serves as a cage side reference for recording treatments administered by RAR.

**When to use:**
- RAR veterinary staff complete the top portion of the treatment card and place on the animal cage to record treatment administration by RAR.

**Details:**
- RAR staff record date and initials every time a treatment is performed.
- Card placed on animal cage behind the barcoded cage card.

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### Discontinue Medication card

**Completed by:**
- RAR Staff

**Purpose:**
- To communicate that a treatment is no longer needed.

**When to use:**
- To stop treatment.

**Details:**
- Card placed on animal cage behind the barcoded cage card.
- RAR removes card when treatment stops.
**Monitor Only card**

Not used

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**Breeders card**

Completed by:
- Investigator

**Purpose:**
- Identify specific rodents paired for breeding.

**When to use:**
- Any time a new breeding pair is established.

**Details:**
- A breeder card is specific to one breeding pair; if animals are split up and paired with new mates, start a new card.
- Card placed on animal cage behind the barcoded cage card.
### Watch for New Litter card

**Completed by:**
- RAR Staff, Investigator

**Purpose:**
- Identify cages where a litter is expected.

**When to use:**
- When the female is visibly pregnant (~day 14 from pairing date).

**Details:**
- Card placed on animal cage behind the barcoded cage card.

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### Litter Information card

**Completed by:**
- RAR Staff, Investigator

**Purpose:**
- Alert staff that a litter was born.

**When to use:**
- When a new litter is born.

**Details:**
- The first person to observe the new litter will document the DOB.
- The animal care person will record DOW.
- The animal care person will record the number of pups born during the first cage change.
  - To reduce pup loss, do not disturb the rodents for the first 3 days after birth.
- Card placed on animal cage behind the barcoded cage card.
**Investigators Please Wean card**

<table>
<thead>
<tr>
<th>Completed by:</th>
<th>RAR Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose:</strong></td>
<td>Alerts investigators to breeding cages requiring weaning.</td>
</tr>
<tr>
<td><strong>When to use:</strong></td>
<td>One week before pups are due to be weaned, animal care will record the date to be weaned.</td>
</tr>
<tr>
<td><strong>Details:</strong></td>
<td>Investigators will have up to 3 days from date recorded by animal care to wean the litter.</td>
</tr>
<tr>
<td></td>
<td>If a second litter is born before the first litter is weaned, the investigator will be notified by phone and given the remainder of the day to wean the first litter.</td>
</tr>
<tr>
<td></td>
<td>If the litter is not weaned on time by the investigator, RAR will wean and charge the investigator a separating fee.</td>
</tr>
<tr>
<td></td>
<td>Card placed on animal cage behind the barcoded cage card.</td>
</tr>
</tbody>
</table>

**Sensitive Mom card**

<table>
<thead>
<tr>
<th>Completed by:</th>
<th>RAR Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose:</strong></td>
<td>Identify cages of new born litters with a sensitive mom.</td>
</tr>
<tr>
<td><strong>When to use:</strong></td>
<td>This card is used on breeding cages of new born litters to notify RAR animal care that the cage change should be delayed due to a sensitive mom.</td>
</tr>
<tr>
<td><strong>Details:</strong></td>
<td>Breeding cages with sensitive moms may have the routine cage change delayed 3-5 days.</td>
</tr>
<tr>
<td></td>
<td>Delaying the cage change of new born pups reduces stress to the mom resulting in increased pup survival.</td>
</tr>
<tr>
<td></td>
<td>Card placed on animal cage behind the barcoded cage card.</td>
</tr>
</tbody>
</table>
### Please Separate card

**Completed by:**
- RAR Staff

**Purpose:**
- Notify investigators of overcrowded cages.

**When to use:**
- RAR will place this card on a cage when housing guidelines are exceeded.

**Details:**
- RAR will call the lab to give the due date to separate the rodents.
- If the rodents are not separated by the due date, RAR will separate and charge the investigator a separating fee.
- If animals are found fighting, RAR will separate immediately; no separating fee would be charged to the investigator.
- Card placed on animal cage behind the barcoded cage card.

<table>
<thead>
<tr>
<th>List Due Date &amp; Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Dead Animal Found card

**Completed by:**
- RAR Staff

**Purpose:**
- Notify investigators of deceased animals.

**When to use:**
- RAR will place this card on a cage when a dead animal is found.

**Details:**
- RAR will notify the lab by found that a dead animal is found.
- The animal carcass will be saved in the area cooler for up to 24 hours.
  - If found dead over a weekend or holiday, the carcass will be discarded 24 hours after the regular work week resumes.
- Card placed on animal cage behind the barcoded cage card.
- RAR removes card after 1 week.

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Pull this card after 1 week |
### Broken Barrier card

**Completed by:**
- RAR Staff, Investigator

**Purpose:**
- Identify compromised SPF cages.

**When to use:**
- Anytime an SPF animal has come into contact with anything outside the Microisolator cage (i.e. hood or cabinet surface, anything outside of hood or cabinet).
  - examples: cage opened outside of hood, SPF technique not followed, etc.

**Details:**
- The date of the broken barrier is recorded on the card by whoever witnessed the broken barrier.
- RAR staff will record the end date of broken barrier monitoring.
- Broken barrier cages must be handled last
- Card placed on animal cage behind the barcoded cage card.

### Animal Sedated Today card

**Completed by:**
- Investigator

**Purpose:**
- Alert RAR staff that animal(s) have been sedated.

**When to use:**
- Anytime animals are sedated; without knowing the cause of observable changes in behavior / attitude, an animal may be misdiagnosed as seriously ill and could be euthanized if the investigator is out of contact.

**Card details:**
- Sedated animals must be monitored until they have fully recovered.
- Rodents must be able to reach food and water before left alone.
- The card will be removed after 24 hours.
- Card placed on cage behind the barcoded cage card.
## Group Treating card

**Completed by:**
- Investigator

**Purpose:**
- Used to track medical treatments administered by investigatory staff.
  - Nail trims
  - Teeth trims
  - Eye ointment
  - Pain meds
  - Etc.

**When to use:**
- To record treatment administration by investigatory staff.

**Details:**
- Investigatory staff record date and initials every time a treatment is performed.
- Card placed on animal cage behind the barcoded cage card.

## Surgical Procedure card

**Completed by:**
- Investigator

**Purpose:**
- Comply with IACUC’s 3 day post-operative record requirement.

**When to use:**
- Anytime a surgical procedure is performed on a rodent.

**Details:**
- Investigator may remove card after 3 days of monitoring following a surgical procedure.
- Investigator may keep this card for their records.
### Restrictions card

**Completed by:**
- Investigator

**Purpose:**
- Designates that the investigator will be responsible for a certain part of a cage’s husbandry.

**When to use:**
- When specific study objectives require restrictions to feed, water, and/or bedding changes.

**Details:**
- Investigator contacts area supervisor to arrange restricted care.
- Investigator places a ‘Restrictions’ card on every cage under restricted care.
- A ‘restrictions’ sheet is also posted on the animal room door. Investigators must initial and date the door sheet every time the restricted care is provided.
- If an animal cage appears excessively dirty, or is in need of food or water, RAR will attempt to contact the investigator. If the investigator cannot be reached, RAR will provide the necessary care regardless of restrictions.
- Card placed on cage behind the barcoded cage card.

### Transfer This Box card

**Completed by:**
- Investigator

**Purpose:**
- Identifies specific cage(s) to be transferred.

**When to use:**
- When specific cages need to be relocated to another RAR animal room or facility.
- When the billing information, protocol, or PI changes.

**Details:**
- Investigator places this card on each cage to be transferred.
- Investigator must fill out the card completely including the barcode from the standard cage card.
- Once identified by the investigator, RAR will arrange the transfer of cages.
- Card placed on cage behind the barcoded cage card.
**Supplemental Feed card**

**Completed by:**
- Investigator, RAR Staff

**Purpose:**
- Identifies cages of animals requiring supplemental food and/or water.

**When to use:**
- When animals are too small or weak to reach food and water in wire bars.

**Details:**
- Investigators complete the top portion of the card and places on the animal cage to request supplemental feed by RAR.
- Animal care will refill food and water daily.
- Animal care will date and initial card each time supplemental care is provided.
- RAR charges a small fee for providing supplemental feed.
- Card placed on cage behind the barcoded cage card.

**Chemical Hazard card**

**Completed by:**
- Investigator

**Purpose:**
- Identifies cages of animals contaminated with a chemical hazard.

**When to use:**
- Anytime an investigator utilizes a chemical hazard as part of an animal experiment.

**Details:**
- Investigators must notify the RAR area supervisor that chemical hazards will be used.
- Provide at least 2 weeks notification.
- Card obtained from RAR area supervisor.
- During the containment period, the investigator is responsible for the care and husbandry of the cage(s).
- Card placed on cage behind the barcoded cage card.
### Temporary ABSL-2 card

**Completed by:**
- Investigator

**Purpose:**
- Identifies cages of animals contaminated with a BSL-2 agent.

**When to use:**
- Anytime an investigator utilizes a BSL-2 agent as part of an animal experiment.

**Details:**
- Investigator must notify the RAR area supervisor that BSL-2 agents will be used.
  - Provide at least 2 weeks notification.
- Card obtained from RAR area supervisor.
- During the containment period, the investigator is responsible for the care and husbandry of the cage(s).
- Card placed on cage behind the barcoded cage card.

### Expired Protocol card

**Completed by:**
- RAR  Staff

**Purpose:**
- Identifies cages of animals from an expired investigator protocol.

**When to use:**
- When an investigator protocol has expired and a new protocol has not been approved by the IACUC.

**Details:**
- IACUC will alert RAR that a protocol has expired.
- The RAR area supervisor will place this card on each cage to identify animals moved to the RAR holding protocol.
- All procedures and data collection must cease.
- The investigator can continue to provide special diets or medications required to maintain the health of the animals.
- The investigator can continue weaning breeding colonies but no new breeding cages can be established.
- RAR will charge a fee to maintain the animals on the holding protocol.
- Card placed on cage behind the barcoded cage card.