UNMC CM Cage Card Procedures

Basic Cage Card Tips

- The Bar Code must be showing at all times.
- Make sure the Protocol number is correct and you know the protocol you are working on.
- Always mark the cage requiring a new card with a *Blue card.*
- Preprints 0000(P) - Ready made cards with the Protocol number and PI on them and used to separate boxes.
- Reprints 0000(R) - Request from CM if the box status changes.
- New 0000(N) - Used for new animals ordered/transfered or requested for splits to separate boxes.
- Transfers - Must be requested through the RSS system and approved by CM.
- Boxes that are removed must have cage cards placed in the outbox by 3:00 PM.
- All old/replaced cards or the bar code section must be returned to the CM administration office.
Blue Cards ALERT CM of Changes

- It is helpful to note on the blue card why you need the card and what cages are affected!

- Split/Separate from Cage #1234
tc 2/13/09
- Transferred into breeding box from Cage #1234
tc 2/13/09
- Transferring to Protocol #00-000
tc 2/13/09
- Need changed weekly – Diabetic
tc 2/13/09

Date and Initials are always Helpful and Appreciated!

Pre-print Cards - Cage Number is new

- A Preprint (P) is to be used for:
  - Splitting cages for any reason.
  - Weaning
  - Fighting
  - Treatment
  - Identification

- A Preprint (P) is a generic card with only the PI name and Protocol number.
  - *Make sure you choose the correct protocol number for the reprint (R) card.
  - The new cage card number will be different.

- Preprints are usually stored in the black or gray boxes within the room.

- Mark with a Blue card and note.
Reprint Cards - Cage Number Stays the same

- Reprints are to be used for:
  - Replacing cage cards due to wear.
  - Changing cage size.
  - Changing cage changing schedule.
  - Moving to a new approved room.

- The cage number stays the same, but the need changes.

- Must be requested from CM.

- Mark with a Blue card and note.

- The old card or Bar Code section of the old card must be returned to the CM office.

---

New Animal Orders or Transfers

- New cards (N) are utilized following receipt of new animals, meaning ordered or transferred.

- May be requested and used for Splits to separate cages. All original order information will be on the new card.

- New cage cards (N) will be printed and placed on the cages by CM personnel only.

- The cards will reflect the information received at the time of the order or transfer.

- Transfers Only:
  - Mark the cages to be transferred with a Blue Card.
  - If only part of a cage is being transferred, the original card will remain on the cage animals are transferred from.
Removing Cages

☐ You must remember to place the cage card in “Out Box” when taking a box OUT OF SERVICE.

• Out of Service means a box has been emptied due to:
  • Euthanizing animals/End of the study
  • Death of animals for any reason that empties a cage
  • Combining animals from two cages into one cage

• When a cage is taken out of service:
  • Remove the cage card from the cage and place the card in the “out box”. (which can be found near the exit of each CM facility.)
  • Cards in “out box” will be scanned at the end of the day by CM technicians.
    • This will end charges for per diem on that cage number.
    • Cards placed in the “out box” after 3:00 PM will not be scanned as “out” until the following day.
    • Cards not placed in the “out box” could be charged up to 2 weeks per diem.

Ordering and Transferring

☐ RSS Program Must be used for all of the following:
  • Orders
  • Transfers of animals to a different protocol
  • Cost center changes
  • Requests must be processed by the PI/designee on the web site rss.unmc.edu.

☐ All transfers must be approved in the IACUC Protocol and by CM veterinarians.
RSS Procedure

1. Verify protocol title and Principal Investigator (PI).
2. Select Function – request animal transfer.
3. Complete form and hit the submit button.
4. The animals will be transferred as soon as the CM veterinarian approves the transfer.
5. You will receive an email notifying you that the transfer has been completed.
6. CM staff will place the new cards on the “marked” cages.
1. Logon using Lotus Notes ID and Password
2. Select CM
3. Select Transfer
4. Enter Protocol number you are transferring “to”
• Inaccurate Card Information May Cause;

  ▫ Safety Hazards
    • Research, CM, and facilities personnel could be exposed to unknown hazards during husbandry or in case of accidents or spills.  
      Noncompliance

  ▫ Experimental Mistakes
    • Lab personnel performing procedures on the wrong animals or procedures on animals with no IACUC Approval.  Noncompliance

  ▫ Census Mistakes
    • Inconsistent tracking which leads to time wasted searching for animals.

  ▫ Billing Mistakes
    • Incorrect charges which leads to wasted time for the PI and CM trying to track mistakes and transfer charges.

  ▫ Compliance Issues
  ▫ Reportable Noncompliance
    • May lead to Loss of Government Funds for You and UNMC.

We’re here to help…

CM Main Office
Tricia Rump or Lola Martin

<table>
<thead>
<tr>
<th>Mimi McCann</th>
<th>9- 8395</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traci Clemons</td>
<td>9- 8560</td>
</tr>
</tbody>
</table>
MARCH 2009 – IACUC INSPECTIONS ARE JUST AROUND THE CORNER…
Visit the IACUC Website PAL Bulletins tab to review “IACUC Tips” & “Lab Safety”

*******************************************************************************
SUMMER STUDENTS
*Summer is just around the corner! Please remember to plan ahead for Summer Students in order to cut through some of the red tape! Having prospective students visit the IACUC website is a good place to start.

*As always please check the IACUC and CM Websites for new forms and updates.
*Book Mark these sites for quick access:

http://www.unmc.edu/dept/iacuc/

http://www.unmc.edu/dept/comparativemed/

IMPORTANT IACUC NOTICE:

New forms on the IACUC website were mandatory starting November 1st, 2008. Please bookmark the forms address below for quick access:

http://www.unmc.edu/dept/iacuc/index.cfm?L1_ID=6&CONREF=6

If you have any comments pertaining to previous editions of PAL Bulletins, New Ideas, or Suggestions for topics please contact tclemons@unmc.edu!