



Animal Facility SOP 9.2

Cage labeling and Record Keeping.

Date Adopted	07/23/2018
Date Last Updated	12/18/20
Prepared by	Gloria Hoffman/Julie Watson
Reviewed by	Julie Watson; Matt Terzi

A. Cage Labeling

I. Purpose

The purpose of this SOP is to describe the procedure for animal identification using cage cards.

II. Responsibilities

The vivarium staff under the direction of the Animal Facility Manager will create cage cards using card stock and will keep an available and adequate supply of blank cage cards.

The vivarium staff under the direction of the Animal Facility Manager will label the cages of newly arrived animals when they are unpacked.

Investigators are responsible for directing vivarium personnel in regards to labeling weaned or separated animals depending on the need for this service.

III. Procedures

All cages must be labeled with the following information:

Principal Investigator name

Animal Care and Use Protocol Number

Species/strain/sex

Date of birth, age and arrival

Number of animals in cage

NEWLY ARRIVED ANIMALS

The vivarium staff under the direction of the Animal Facility Manager will create cage cards for newly arrived animals based on the information provided on the *order request form* and label the cages as the animals are placed in their cages. They will also keep a supply of cage cards available for investigator use and create new cards as necessary.

WEANED OR SEPARATED ANIMALS

The investigator (or their staff) are responsible for correctly labeling animals that are weaned or moved into new cages.

B. Record Keeping

I. Purpose

Describes record keeping for rodent procedures and health concerns.

II. Responsibilities

- a. **Procedures.** The principal investigator and their staff are responsible for keeping a log of all procedures that take place. Procedures taking place on groups of animals can be logged as a group. Personnel are also responsible for filling out and marking cages with colored cage cards when procedures take place.
- b. **Health concerns.** The veterinarian prescribes treatment. The veterinarian or their designate fills out the veterinary treatment log and closes out the veterinary treatment log as necessary.
- c. **Cage cards.** The animal facility manager is responsible for ordering and maintaining a supply of colored treatment and procedure stickers (separate colors).

III. Equipment

- a. Cage cards (see appendix A)
- b. laminated colored cage card signs with reference sheet
- c. Lab- maintained animal procedure log
- d. Animal facility-maintained veterinary treatment log

IV. Procedures

a. Protocol-Approved Procedures

1. The investigator and his/her staff keep a log of all procedures. Information must include the date of the procedure, the procedure description (eg 'implant venous catheter'), the identification of the animal or group of animals, and follow up assessments as described and required in the animal care and use protocol.
2. For procedures expected to result in changes in the appearance or behavior of the animals, (e.g. anesthesia or surgery), or procedures requiring follow-up observations or treatments, the lab staff will place a colored sticker with the date of the procedure and the type of procedure on the cage card so it is visible.
3. For follow up observations or treatments for protocol related procedures, the responsible person will note the date and treatments on the colored surgery/treatment card.
4. If the end-point criteria as designated in the approved protocol are present, the animals must be euthanized as specified and the procedure log updated. If significant unanticipated morbidity occurs, consultation with the veterinarian is recommended.

b. Animal Health concerns.

1. Whoever notes the health concern (Animal care staff or lab staff) are responsible for entering information in the animal health care log at the time the animal health concerns are noted.
2. Veterinarians are responsible for prescribing treatment.
3. The veterinarian prescribes treatment. The responsible person (animal facility staff or lab staff) provides treatment and is responsible for filling out the animal treatment cage cards and closing out the case in the animal health care log when treatment is completed.

Institutional Oversight of Records

Investigator-maintained rodent medical records should be made available on request for IACUC, Compliance or ANIMAL FACILITY veterinary review. The IACUC reserves the right to mandate changes in record keeping methodologies if it does not feel they are sufficiently accurate, comprehensive or otherwise suitable.

Cage Card

<https://drive.google.com/file/d/1gNueKIK3F5MwrlHxZgl-vpQfR8R30wec/view?usp=sharing>