Topaz Cage Card SOP
First Issue:12/5/07, Revised: 10/27/08, 2/13/09, 3/18/09, 8/17/09, 11/18/10, 10/25/11, 12/15/11, 1/8/15

Purpose: To provide a an accurate system of tracking animal census, protocol usage, animal orders and per diem charges

Procedures:
AVS will provide stacks of temporary, carbon-copy cards to every animal room. When a researcher wants to create a new cage/tank (ie: weaning or separating animals), he/she will fill out this temporary card as a way to request a new Granite/Topaz cage card for that cage/tank.

• All fields on the temporary cards must be filled out. The **DATE** tells when the cage/tank was created and so tells when to begin census on that cage/tank. If the date is missing, AVS will assume that the cage/tank may have been up since the last weekly scan and that cage/tank will be charged for since that date. This could result in unnecessary charges. The **PROTOCOL #** tells where the animals in the new cage/tank came from and what protocol the new cage/tank should be under. The **ROOM#** is important so AVS knows where to replace the new cards. **PRINCIPLE INVESTIGATOR** is important so AVS may cross reference the protocol numbers given. A **CONTACT** as well as **Phone** number must be provided in case the card is unclear and AVS has questions. The **SEX**, **STRAIN f**ields are for the PI/technician's own use. **ANIMAL COUNT** must be provided for any animal transfer requests.

• Boxes at the bottom of the temporary card that must reflect the reason for requesting a new cage card.
1. Check the box **Separate Animals on the Same Protocol** if animals are being weaned or just separated from one cage but they are not changing protocols.
2. Check the box **Separate/Wean Animals from Protocol#____ to protocol#____** if the animals were born under one protocol and now are being weaned and used on another.
3. Check the box **Transfer entire cage#____ from protocol# ___to protocol #____** if the entire cage of animals is being transferred from one protocol to another or if the entire cage is changing from one cost center to another (ie: from one PI to another, from a breeding protocol to an experimental protocol, from regular caging to Biohazard caging, etc). Leave the original Granite/Topaz card on the cage. AVS will remove it and replace with a new card after the transfer has been processed.
*If changing cost centers (ie: from a Sterile cage to an IVC cage), indicate on the temporary card the original cost center and cost center to be transferred to.

• Both carbon copies of the temporary cage cards are left on the new cages/tanks. AVS staff will come to collect the top carbon-copy. Please do not use magic marker, as it does not show through onto the bottom copy. New Granite/Topaz cards are generated, brought back to the animal rooms, and put up by AVS. AVS will not remove the other copy of the temporary card in case there is useful information written on it by the PI. The PI can dispose of it if it is not needed.

• When cages/tanks are no longer in use (when animals are euthanized or animals are combined for breeding) the card that is no longer in use is turned in to AVS. The date the cage/tank is terminated must be written on the back of the Granite/Topaz card and placed in the **card drop box** in the corridor at the entrance of each suite. This tells AVS when to stop charging census on that cage/tank. If there is important information on the Granite/Topaz card that the PI needs to keep, there is a strip at the top or bottom of the card with only a barcode and cage card number that can be dated and turned in. If no stop census date is indicated, AVS will stop census on the day the card is collected from the drop box which may not be the day the cage was terminated. PIs must turn in cards the same day they terminate a cage/tank. AVS staff will collect all of the cards and date them on at least a weekly basis. If cards are not turned in or are "missing", they will be automatically taken out of census after being missed by 2 scans (typically 2 weeks). Missing card reports may be made available to PIs upon request.