



TITLE:

Using Cage Card Request Forms and the Centralized Animal Procurement System (CAPS) to Create Cage Cards

PURPOSE:

The purpose of this SOP is to explain the use and the generation process for cage cards (CC) using cage card request forms (CCRF) and CAPS.

GENERAL INFORMATION:

All cages within Animal Health Care Section (AHCS)/NINDS managed facilities containing animals must have a Building 35 (PNRC) or Building 10 (ACRF) CC that lists complete and correct information. CCs are generated at the time of order placement by an investigator or in response to a completed CCRF submitted by an investigator. All CC are generated by the PNRC Animal Ordering Clerk (AOC) using the Access Database.

PROCEDURES:

A. Using a CCRF:

1. CCRFs are available in each animal holding room and the Animal Care Technicians (ACT) are responsible for restocking the forms as needed. These forms must be filled out completely and accurately with a ball point pen. Firm pressure must be applied to ensure that all copies of the request are legible.
2. All blank spaces on the form must be completed to ensure that animal information is recorded accurately. All of the information required to complete the CCRF is on the original CC of the cage that the animals have been separated from. Refer to SOP 3200 Cage Space Requirements and 3201 Cage Space Requirement-Overcrowded Cages for required cage space standards.
 - i. When separating litters, the 'number of animals per cage' should be determined for the total number of animals to be reported as this number is counted towards the Animal Study Protocol (ASP).
 - ii. When separating adults, the number of adult animals should not be counted towards the number of animals to be reported on the ASP as the animals were counted towards the ASP at the time of weaning or when they arrived at the facility.
 - a. If the separated adults are to be used on a different ASP number (Protocol #) than the cage of origin, an Animal Transfer Form must be submitted concurrently; refer to SOP 3623 Animal Transfers for NINDS Managed Animal Facilities for information.
3. At the bottom of the CCRF the investigator may write additional information in the "Comments" section. This information could list the original CC number, animal identification, special diet name, study type or anything else that should be included on the CC.
4. Once the CCRF has been completed, place the bottom two (2) copies (1 yellow and 1 tan) in the cage card holder on the new cage. Take the top 2 copies (1 white and 1 pink) and place them in the designated location (the box labeled "Incoming CC and CCRF" on the white board in the gowning area of Bldg. 35, or in the box labeled "Cage Card Requests" in the vivarium at the ACRF).

5. CCRFs are usually generated within three business days. Should a request be delayed or misplaced, the AHCS staff should resubmit the request using one of the two remaining copies of the CCRF remaining on the cage in the cage card holder in the animal room.
6. Once a day (this may be done more often if needed) the white and pink copies of the CCRFs should be collected from the "Incoming CC and CCRF" boxes and the CCs are made by the AOC (refer to SOP 3630 Creating Cage Cards Using Cage Card Request Forms).
 - i. After the AOC has printed the CCs the Husbandry Manager (HM) and the Floor Leaders (FL) will come to pick them up and pass the CCs to the Animal Care Technician (ACT) in each room. The ACT will match up the white copy of each CCRF to the yellow and tan copies on the cage card holder. Once matched the ACT should place the white copy underneath the CC and place both in the cage card holder.
- B. Another way of requesting CCs is when an order is placed through the CAPS. Once an animal order is placed, the facility that is receiving the animals will process the order and print out cage cards that should meet the animals when they are housed in the facility upon arrival.
- C. All cage cards must be turned in when no longer needed for use on the cage (i.e. the cage is emptied by either pooling animals for breeding or for other reasons, or if animals are removed and not returning, animals are euthanized, etc.). CCs from cages that no longer contain animals should be placed in the box labeled "Incoming CC and CCRF" on the white board in the gowning area of Bldg. 35 or in the box labeled "Cage Card Requests" in the vivarium at the ACRF. If a copy of the CC is needed, please make a copy before the original is turned in. After the CC has been turned in the AOC should pick them up from the box and scan them out of the AD system (refer to SOP 3632 Scanning Out Cage Cards Using the Access Database).

REFERENCES:

1. SOP 3200 Cage Space Requirements.
2. SOP 3201 Cage Space Requirement-Overcrowded Cages.
3. SOP 3623 Animal Transfers for NINDS Managed Animal Facilities.
4. SOP 3630 Creating Cage Cards Using Cage Card Request Forms.
5. SOP 3632 Scanning Out Cage Cards Using the Access Database.

James O'Malley, DVM, MPH, DACLAM
Animal Program Director, NINDS/NIDCD

Attachments:

1. SOP 3630-PI-A - Cage Card Request Form.

CAGE CARD REQUEST

Principal Investigator _____

Ordering P.I. _____

Protocol #	Requisition #
Institute/Branch	Phone #

Animal Holding Location (*building and room*) _____

Species	Sex
Age	Weight

Vendor _____

Strain _____

# animals/cage	# cards needed
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Separating litters _____ (If yes, provide requisition #)

Separating adults _____ (If yes, provide requisition #)

Comments _____

Submitted by _____

Date	Phone #
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Separating litters _____ (If yes, provide requisition #)

Separating adults _____ (If yes, provide requisition #)

Comments _____

Submitted by _____

Date	Phone #
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White Copy

Pink Copy

Yellow Copy

Tan Copy

Submitted by _____

Date	Phone #
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Submitted by _____

Date	Phone #
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Submitted by _____

Date	Phone #
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