TITLE:
Creating Cage Cards Using Cage Card Labels

PURPOSE:

The purpose of this SOP is to define a cage card label (CCL), its use and how to create a cage card (CC).

GENERAL:

Read 3630-PI Creating Cage Cards using Cage Card Request Forms and CAPS for the explanation of a CC.

Investigators may request pre-made CCLs to use for weaning animals or separating adult animals. The CCLs are kept in folders labeled with the investigator's name and Animal Study Protocol (ASP) number. These folders can be found in the wire baskets located in each animal holding room. All CCs and pre-made CCLs are generated by the PNRC Animal Ordering Clerk (AOC).

CCLs may be desirable when multiple CCs will be required, i.e. breeding or weaning. Upon request, labels are generated and delivered to the animal room for use, as needed, along with a recording sheet for recording the activation of the CCs.

PROCEDURES:

A. Requesting CCLs:

1. Send an email to the AOC including the following information: the Principal Investigator's (PI) name, Ordering Investigator's (OI) name, ASP number, Institution/Center (IC), Point of Contact (POC) telephone number, Animal Holding Location (building and room number), and Species.

   i. Upon initial request for CCL the AOC will make the CCLs and place them inside a folder as described in SOP 3631 Creating Cage Cards Using Cage Card Labels. Once the folder is complete and the requester has been contacted, the AOC will go through the procedures as listed below for making CC using CCLs. Refer to section B for using the CCLs.

   ii. For requesting more labels, the investigator or requestor (the AHCS Staff) will send an email as described above to the AOC letting them know the need for more labels. Occasionally the AOC will check the label folders in the animal holding rooms and will make new labels as required.

B. Using CCLs:

1. Blank CCs are available in each animal holding room, in the pencil pouch located in the wire basket at the front of the animal holding room.

2. The CCL should be applied to the upper left hand corner of the blank CC and placed into the cage card holder hanging from the new cage.

3. Create a new card by peeling off one CCL from the label sheet, preferably in number sequence. Place this label on the upper left hand corner of a blank cage card. Match the cage card number to the Activation Label sheet. These sheets have one purple or red strip across the bottom of the label. The colored strip indicates weanlings (purple) and adults (red). Write or circle to provide information on the activation label to include the activation date (date the CCL was first used), the number of animals

and circle the sex of the animal(s) [females (F) and/or males (M)] that have been placed in the cage. Refer to attachment 3631A Sample Cage Card Label sheet, report and book.

4. There are differences between the adult and weanling CCLs. Be sure that the correct labels are being used.
   i. Adult activation labels have a red strip on the bottom and are used when setting up a breeder pair or when separating animals from a single cage. **DO NOT** use for weaning animals.
   ii. Weanling activation labels have a purple strip on the bottom and are used when weaning breeder cages of animals. Occasionally weaning labels may be used when new animals have arrived into the facility, i.e. when CC cannot be made or when animals are transferred, but this must be approved by the Import, Export, Transfer Group prior to doing so.
5. Once the CC has been made and placed in the cage card holder, place the CCL folder back into the wire basket at the front of the animal holding room.

C. Investigators must monitor their supply of CCLs, anticipate their needs, and request additional labels as necessary to ensure availability prior to need. Requests for CCLs are usually fulfilled within two business days. Occasionally the AOC will check each room to monitor the need for new CCLs.

D. All CCs must be turned in when no longer needed, i.e. the cage is emptied by either pooling animals for breeding, if animals are removed and will not be returning, animals are euthanized, etc. All activation labels will be picked up from the room at the end of each business day by the AHCS staff.

REFERENCES:

1. 3630-PI Creating Cage Cards using Cage Card Request Forms and CAPS.

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Animal Program Director, NINDS/NIDCD/NCCIH

Attachments:

1. SOP 3631A Sample Cage Card Label sheet, report and book.

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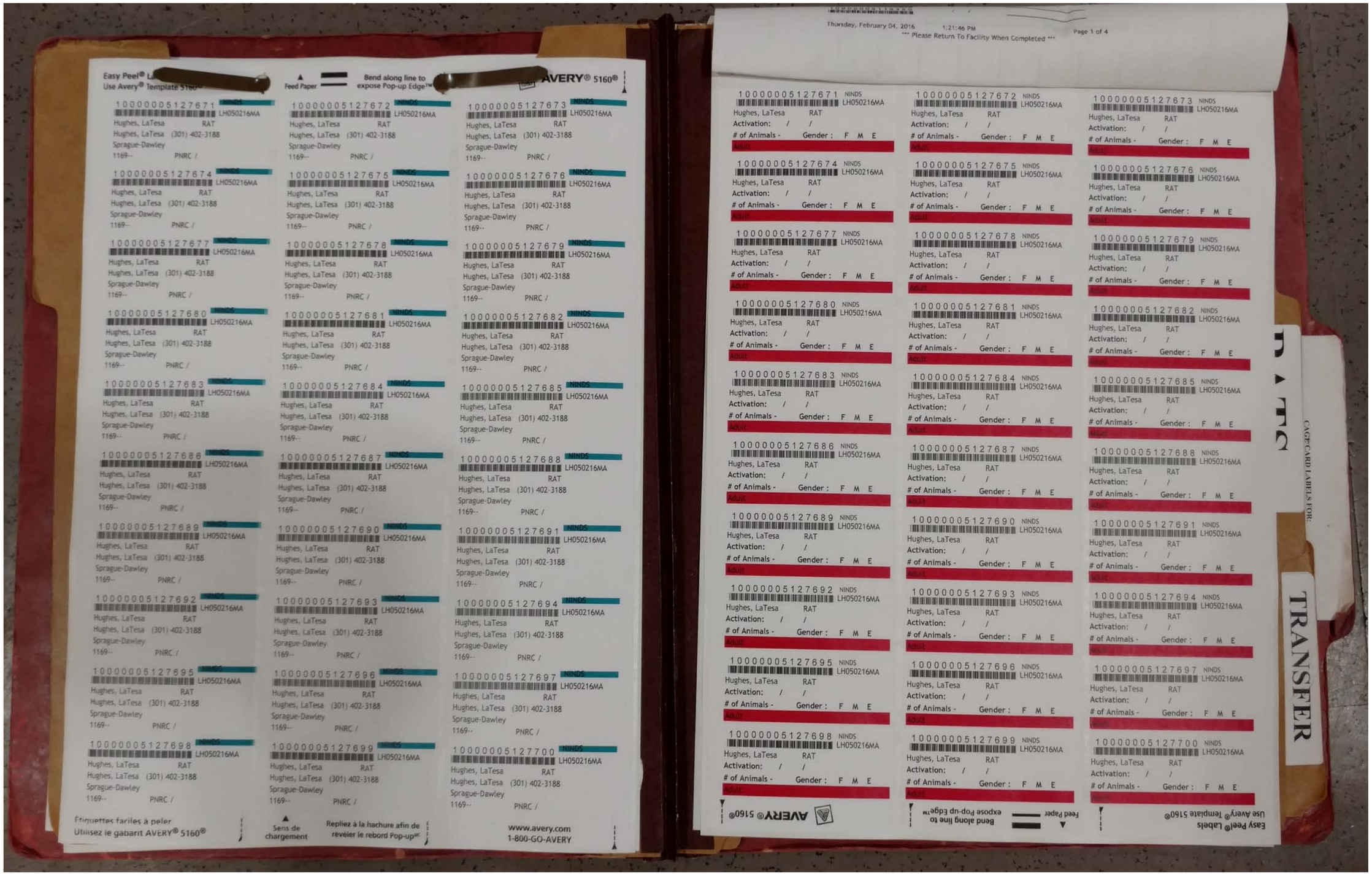
Updates and/or Changes:

5/17/2016:

- Updated all hyperlinks.
- Removed activation sheets, how to deal with activation sheets and replaced them with activation labels.
- The SOP 3631A Sample Cage Card Label sheet, report and book attachment has been updated with the new version of cage card and activation labels.

Activation Labels



Cage Card Labels

Peel and stick to cage card

Match Cage Card label # to Activation label #

Activation Labels

Fill out and leave on this page

Fill in: Activation Date

Circle Gender

# of Animals

Cage Card Labels	Activation Labels
1000000051257 51 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Koretsky, Alan Transgenic 1142-- PNRC / 2E762, VVMouse	1000000051257 51 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Activation: / / # of Animals - Gender : F M E Adult
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1000000051257 74 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Koretsky, Alan Transgenic 1142-- PNRC / 2E762, VVMouse	1000000051257 74 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Activation: / / # of Animals - Gender : F M E Adult
1000000051257 75 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Koretsky, Alan Transgenic 1142-- PNRC / 2E762, VVMouse	1000000051257 75 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Activation: / / # of Animals - Gender : F M E Adult
1000000051257 76 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Koretsky, Alan Transgenic 1142-- PNRC / 2E762, VVMouse	1000000051257 76 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Activation: / / # of Animals - Gender : F M E Adult
1000000051257 77 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Koretsky, Alan Transgenic 1142-- PNRC / 2E762, VVMouse	1000000051257 77 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Activation: / / # of Animals - Gender : F M E Adult
1000000051257 78 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Koretsky, Alan Transgenic 1142-- PNRC / 2E762, VVMouse	1000000051257 78 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Activation: / / # of Animals - Gender : F M E Adult
1000000051257 79 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Koretsky, Alan Transgenic 1142-- PNRC / 2E762, VVMouse	1000000051257 79 NINDS TEST042716MA Koretsky, Alan(301) 402-9659 MICE Activation: / / # of Animals - Gender : F M E Adult
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