

TOPAZ CAGE CARD

STANDARD OPERATING PROCEDURES

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LAS will provide stacks of temporary, carbon-copy cage cards to every animal room. When a PI/technician wants to create a new cage (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.

- It is critical that all fields on the temporary cards are filled out. The **DATE** tells when the cage was created and so tells when to begin census on that cage. If the date is missing LAS can assume that the cage may have been up since the last weekly scan and that cage will be charged for since that date. This could result in unnecessary charges. The **PROTOCOL #** tells LAS where the animals in the new cage came from and what protocol the new cage should be under. The **ROOM#** is important so LAS knows where to replace the new cards. **PRINCIPLE INVESTIGATOR** is important so LAS may cross reference the protocol numbers given. A **CONTACT** as well as **Phone** number must be provided in case the card is unclear and LAS has questions. The **SEX**, **STRAIN** fields are for the PI/technician's own use. **ANIMAL COUNT** must be provided for any animal transfer requests.
- There are boxes at the bottom of the temporary card that must reflect the reason for requesting a new cage card. 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. 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.
- Check the box **Transfer entire cage# ___ from protocol# ___ to protocol # ___** if the entire cage of animals is being transferred from one protocol to another (ie: from one PI to another or from a breeding protocol to an experimental protocol). Leave the old Granite/Topaz card on the cage. LAS will remove it and replace with a new card after the transfer has been processed.
- Both carbon copies of the temporary cage cards are left on the new cages. LAS staff will come to collect the top carbon-copy. New Granite/Topaz cards are generated, brought back to the animal rooms, and put up by LAS. LAS 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.
- Animal rooms will be stocked with pre-printed stickers to label all cages as either "**Transgenic/GMO**" or "**Wt/Non-GMO**". Every cage must be labeled in the bottom left corner under the comment section. Cage cards that are generated for animal orders will already have this printed there. If there is even one animal in the cage that is "**Transgenic/GMO**" and the rest are "**Wt/Non-GMO**", the cage still must be labeled as "**Transgenic/GMO**". (see Transgenic labeling memo from NIH Guidelines)Topaz Cage
- When cages are no longer in use, for example when animals are euthanized or animals are combined for breeding, the cage card that is no longer in use is turned in. The date the cage is terminated must be written on the back of the Granite/Topaz card and placed in the **cage card**

Topaz Cage Card SOP

drop box. This tells LAS when to stop charging census on that cage. 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 LAS 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. LAS staff will collect all of the cards and date stamp them on a daily basis.