

## Standard Operating Procedure

SOP Number: 02-18-5051  
Service: Research  
Operating Section: Administration  
Unit: CMF  
Title: Preparation and Use of Cage Cards

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**Purpose:**


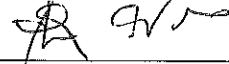
To describe the preparation of cage cards and their utility in identification of animals within primary enclosures.

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**Procedure:**

- 1) Cage cards will be produced by the animal husbandry staff on the day of animal arrival and/or when requested by the research staff through transfer, wean or separation forms.
- 2) An individual cage card will be made for all non-rodent mammals. Cage cards for each primary enclosure will be prepared for rodents and most non-mammals, which are generally group-housed.
- 3) Each cage card will be identified with a unique bar code. Alternatively, for rabbits and primates, the bar codes are kept in a separate binder.
- 4) Each cage card will contain the following information:
  - a) Investigator
  - b) Date received
  - c) Vendor
  - d) IACUC number
  - e) Species
  - f) Strain (must match a strain listed in the approved IACUC protocol)
  - g) Description
- 5) In addition to the above, other information may be added to the cage card, such as research information, as long as the required information is not obscured.
- 6) Substitute cards cannot be used in place of the standard card provided. Cage cards must not be reused. Should additional cards be needed, they must be requested from the CMF administrative office.
- 7) If CMF staff find hand-written cage cards, a temporary cage card will be generated and placed on the cage. The research staff has 5 business days to both complete forms to request official cage cards and place the cards on the animal's cage. If this has not been accomplished within the designated time frame, a charge will be levied against the PI's IACUC account. This charge will be based on the current technical fee and is charged per IACUC #, per room, per day.

### APPROVALS

Responsible Official Signature		Date	
		7/5/17	
QA Signature		Date	
		07/05/2017	
Version #2	Effective Date 7-5-17	Supersedes #1	Original Date 11/21/08