

## Standard Operating Procedure

SOP Number: **02-18-5054**

Service: **Research**

Operating Section: **Administration**

Unit: **Comparative Medicine Facility (CMF)**

Title: **Animal Census and Billing**

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### **Purpose:**

The primary function of the census system is to record all animal housing provided by the CMF and to generate charges for such housing. Accumulation of census data also provides the basis for generating reports for facility management.



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### **Procedure:**

- 1) Each animal cage is assigned a bar coded cage card when animal shipments are received, and the cages are set up. This cage card is associated with an Institutional Animal Care and Use Committee (IACUC) approved Animal Component of a Research Protocol (ACORP). The IACUC number is linked to the account number set up to provide the funds to support this project.
- 2) The animal care technicians will scan the barcode on every cage in all animal housing rooms daily, therefore generating a per diem charge. When the investigator uses all of the animals in a cage and the cage is removed from the housing room no more charges are generated.
- 3) Research staff is responsible for notifying CMF when they are weaning animals (via an electronic rodents weaned form) so that the animals can be subtracted from the approved animal numbers detailed in the ACORP, and so that a bar coded cage card can be created. At the request of the PI, CMF staff can provide breeding and weaning services for a fee.
- 4) It is also the responsibility of the research staff to notify the CMF office if they are separating cages (via an electronic separation of animals form, i.e., separating overcrowded cages, single housing after experimental procedures) so that bar coded cages can be made for the additional cages.
- 5) It is also the responsibility of the research staff to transfer animals (via an electronic animal transfer request) when transferred from one protocol to another or one pain category to another so that animals can be subtracted from the approved animal numbers detailed in the ACORP and so that a bar coded cage card can be created.
- 6) It is the responsibility of the research lab to check the accuracy of the new cage card and to place it on the correct cage. If more blue, temporary, cage cards are needed notify the CMF.
- 7) Investigators can check their per diem charges through the research portal.
- 8) The per diem charges are pulled from the CMF billing system and posted into Lawson every week. Once the charges have been pulled from the CMF portal the research lab must submit an expense transfer form to change the account number.

OFFICE USE ONLY:

APPROVALS

Responsible Official Signature			Date	3/5/2024
QA Signature			Date	03/18/2024
Version #4	Effective Date	Supersedes #3	Original Date	07/23/08