

Name: Animal Housing ID Cards
Number: FSU-SOP-120.01
Category: General Procedures

Created: 7/17/17
Revised: --
Author(s): T. Schoenfeld, A. Steacy

1.0 Purpose

The purpose of this SOP is to establish a uniform format for identifying experimental animals with cards displayed on their cage or tank in a vivarium animal holding room.

2.0 Policy

- 2.1 Cages and tanks that house animals in the vivarium must be properly labeled with housing ID cards to identify the individual animals held within and provide an easily accessible record of notable events occurring during their time in the vivarium.
- 2.2 The information provided on the card will apply to all animals housed in the cage or tank, but may also be extended with additional procedures that identify individuals within a housed group (e.g., ear punches for rodents; see FSU-SOP-130).
- 2.3 No animal should be housed in a cage or tank without the minimal level of identification described in this SOP.
- 2.4 More specialized color-coded cards should be developed and employed where it becomes prudent to communicate about animal needs or status to other investigators and/or caretakers who frequent the holding room (e.g., new litters, dead animals; see reference 2).
- 2.5 Posting and maintaining housing ID cards are the direct responsibility of the principal investigator (PI).

3.0 Materials

- 3.1 Standard animal housing ID cards, printed 3" x 5" on white cardstock (see template, section 6.1)
- 3.2 Custom ID cards, printed on color-coded cardstock (templates developed as needed; see SOPs 150-152)
 - 3.2.1 Red cards to mark cages/tanks with dead or distressed animals
 - 3.2.2 Yellow cards to mark rodent cages with newborn pups

4.0 Procedure

- 4.1 The following information must be entered on each standard card (using only a permanent ink marker, e.g., a Sharpie Ultra Fine Point), except where difficult or impossible to determine (e.g., age of animals caught in the field):
 - 4.1.1 Protocol # (which will identify the PI, e.g., 2017-Schoenfeld-1)
 - 4.1.2 Cage/tank ID
 - 4.1.3 Species and strain
 - 4.1.4 Sex and number of animals

- 4.1.5 Age and/or average weight
- 4.1.6 Source (vendor, field site, institution, parent)
- 4.1.7 Date when housed, by procurement (P) or upon weaning (W)
 - 4.1.7.1 Date of birth for weaned animals should be noted on event line.
 - 4.1.7.2 Mixed sex housing for weaned animals is permitted for a limited time prior to sexual maturity (see FSU-SOP-310 re: Breeding).
- 4.2 Additional space is provided on standard cards for recording information:
 - 4.2.1 About events (e.g., removed for metabolic testing, injected with drug A, paired with male X, litter born, dead animal removed, etc.)
 - 4.2.2 Providing instructions or alerts (e.g., suspend bedding change for female w/ litter for 7 days, etc.).

5.0 References

- 5.1 Cage Card Requirements (Canadian Council on Animal Care, CCAC)
http://www.ors.ubc.ca/sites/ors.drupalprod.webi.it.ubc.ca/files/uploads/documents/ORS/animalcare/guideline_cage_cards.pdf
- 5.2 Cage Card Notification System (Boston University)
<https://www.bu.edu/researchsupport/compliance/animal-care/housing/cage-card-notification-system/>

6.0 Attachments

- 6.1 Template for cage/tank cards (card 1 and card 2+; originals prepared in PowerPoint; A.01)

SOP REVISION HISTORY

VERSION #	APPROVED	DETAILS
120.01	12/20/17	Authored by T. Schoenfeld and A. Steacy

Protocol #:		Cage/tank ID:	A.01
Species:		Strain:	Sex/#:
Age/weight:		Source:	Housed:
Date	Event/Instructions		(card 1 of ____)

Protocol #:		Cage/tank ID:	A.01
Date		Event/Instructions	(card __ of ____)