

TEMPORARY CARD POLICY

Effective August 15th, 2008

Purpose:

The Guide for the Care and Use of Laboratory Animals states that identification cards should include the source of the animal, the strain or stock, names and locations of responsible investigators, pertinent dates, and protocol number, when applicable. Temporary cards do not contain this information. In addition, temporary cards are only for temporary identification until the permanent cage card can be generated and placed on the cage. The process of generation of the permanent cage card is also the step where the animals are tracked against the IACUC approved protocol, so it is very important for this to be completed in a timely manner. In order to assure that cage cards are requested and generated in a timely manner, the following policy has been developed.

Policy:

Temporary cards should not remain on cages more than 7 days. If an Animal Resource Technician observes a temporary cage not within the appropriate date range he/she will first check with the Animal Resources Office to ensure that a card has not already been created. The animal technician will then complete an Additional Cage Card request for each cage card needed. Technician time to complete these will be charged to the PI via a Miscellaneous Charge Slip.