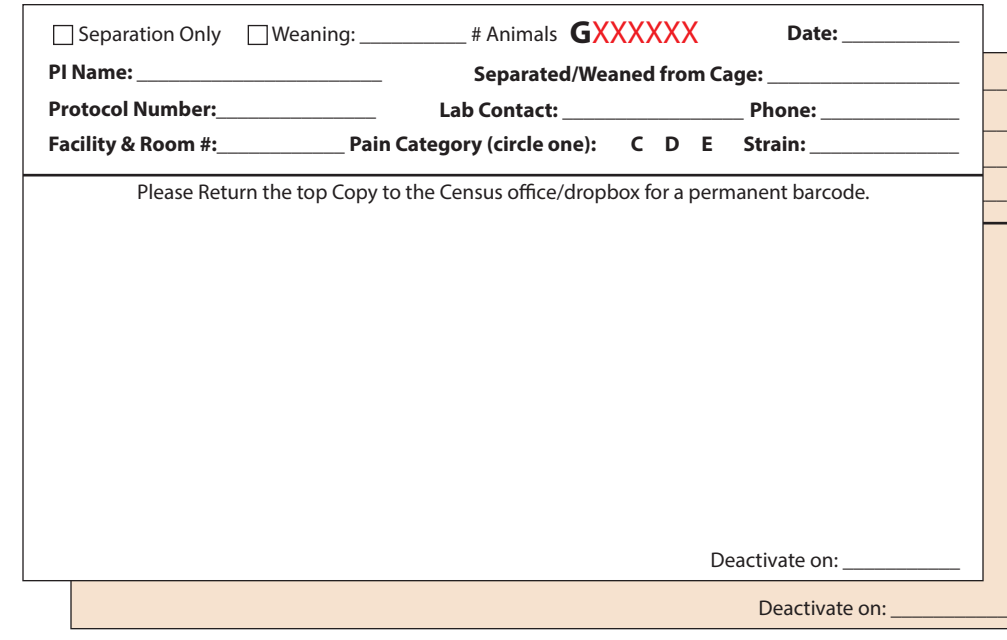


Guide to CCM Cage Cards



Investigator Breeding Card form with fields for Separation Only, Weaning, # Animals, PI Name, Separated/Weaned from Cage, Protocol Number, Lab Contacts, Facility & Room #, Pain Category, Strain, and Deactivation date.

Investigator Breeding Card
This card is used by *laboratory personnel* when separating or weaning rodents. The top of the card must be completely filled out in order for CCM staff to generate a barcode for the cage. Detach the top copy of the card and place in a CCM drop box. Place the bottom (card stock) copy on the newly generated cage. CCM staff will place a barcode on the newly generated cage card.
When cage is removed from the colony, indicate the deactivation date (lower right) and place in CCM drop box.

New Arrival

New Arrival Card
This card is used by *CCM personnel* to identify animals that have arrived from a source outside the institution. Laboratory personnel can remove these cards at any time. After 7 days, CCM personnel will remove the cards.

Transfer this cage to:
(Investigator)
(Location, Facility Room)

Transfer Marker and Card
This card is used by *laboratory personnel* to identify cages for internal transfer (i.e. to other investigators or new locations). Indicate the investigator and location, then place the card vertically behind the cage card.
CCM personnel will turn the card over and place horizontally in front of the cage card when the transfer has been completed. Laboratory personnel can remove these cards at any time. After 10 days, CCM personnel will remove the cards.

Just Transferred

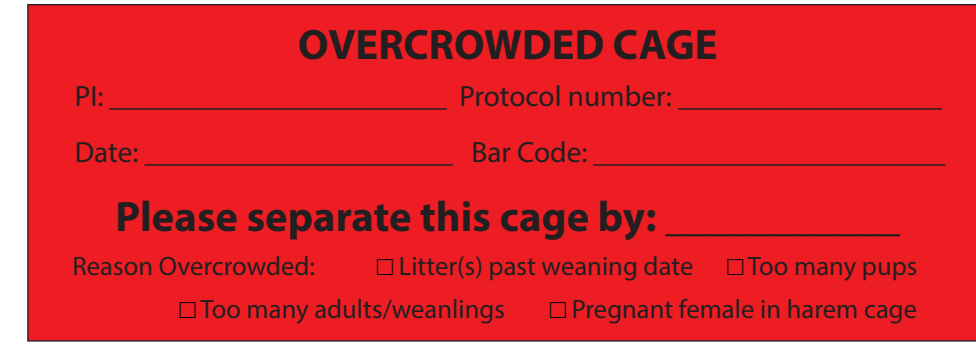
No cage card was observed on this cage on: / /
PLEASE CLAIM WITHIN 7 DAYS
by replacing this notice with a CCM cage card no later than 10 AM on:
 / /
Unclaimed animals become the property of CCM and will be euthanized

Unclaimed Cage Card
This card is used by *CCM personnel* to identify cages of rodents that are found without a cage card.
To claim the cage, replace the purple, Unclaimed Cage Card with an Investigator Breeding Card.



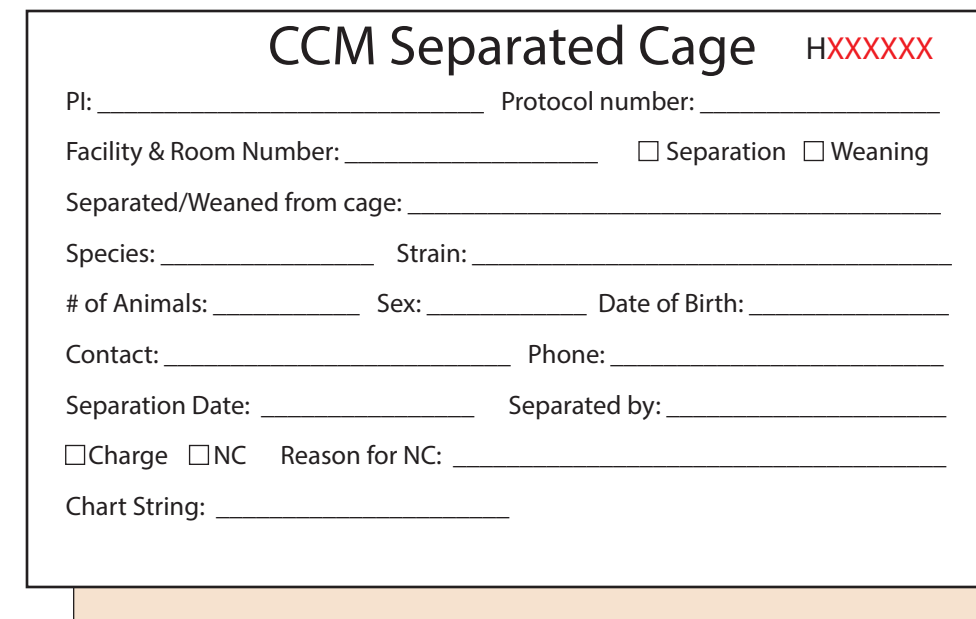
Breeding Cage form with fields for 1st Litter, 2nd Litter, 3rd Litter, 28 Day Weaning, and Breeder Chow.

Breeding Cage Card
This card is used by *laboratory personnel* to identify breeding cages. If the mice require breeder chow or if 28 day weaning is approved in your protocol, check the appropriate box. When litters are weaned, check the corresponding box under “weaned.” Replace the card after the weaning of the second litter.
If *CCM personnel* find litters in unmarked cages, they will place this card on the cage.



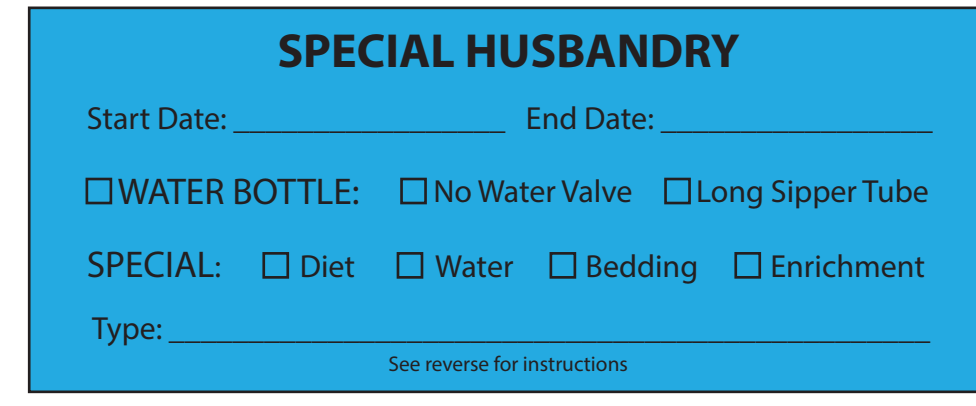
Overcrowded Cage form with fields for PI, Date, Bar Code, and Reason Overcrowded (Too many adults/weanlings, Litter(s) past weaning date, Pregnant female in harem cage, Too many pups).

Overcrowded Cage Card
This card is used by *CCM personnel* to identify rodent cages where the population exceeds the maximum housing density or when litters of pups need to be weaned.



CCM Separated Cage form with fields for PI, Protocol number, Facility & Room Number, Separated/Weaned from cage, Species, Strain, # of Animals, Sex, Date of Birth, Contact, Phone, Separation Date, Separated by, Charge, NC, Reason for NC, and Chart String.

CCM Separated Cage Card
This card is used by *CCM personnel* when separating or weaning rodents.
When cage is removed from the colony, indicate the deactivation date (lower right) and place in CCM drop box.



Special Husbandry form with fields for Start Date, End Date, and checkboxes for Water Bottle, No Water Valve, Long Sipper Tube, Special Diet, Water, Bedding, and Enrichment.

Special Husbandry Card
This card is used by *laboratory personnel* to identify cages that require special husbandry. Check all boxes as appropriate for the required care. See additional instructions on the back of the card.

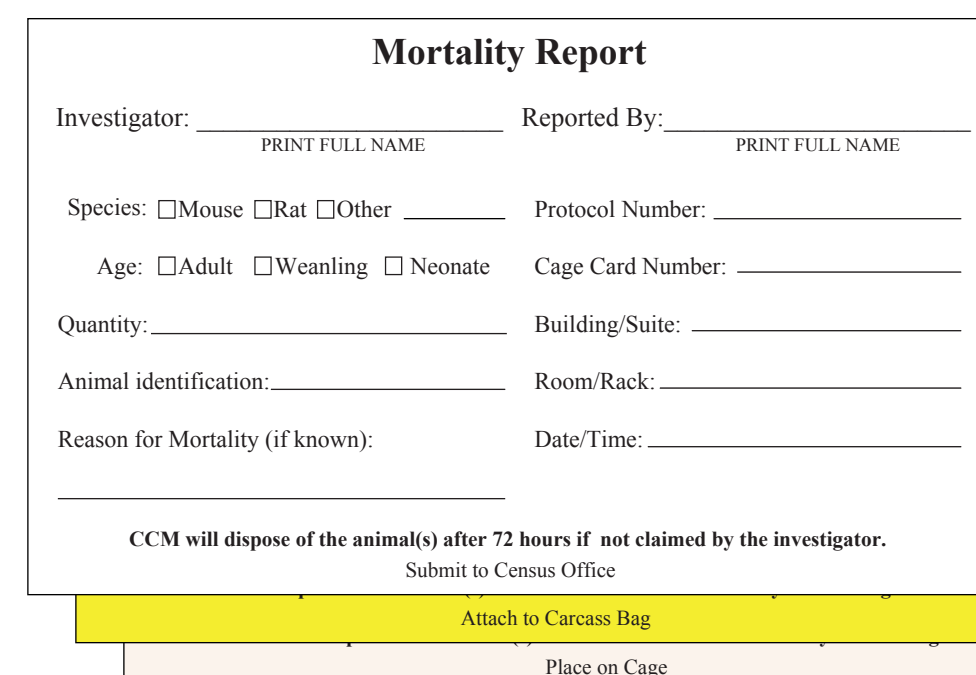
Instructions:
1) Indicate a start and end date for all special husbandry. If the end date is indefinite, indicate “No End.”
2) If water bottle is requested, indicate if a No Water Valve Cage is needed.
3) If a long sipper tube is required, check Long Sipper Tube and contact husbandry staff if long sipper tubes are not available in room.
4) For special diet, water, bedding or enrichment indicate type.
5) For experimental diets or water, a Monthly Feed and Fluid Log must be used.



Do Not Change Cage form with fields for Start Date, End Date, and Laboratory Personnel Responsible for All Care. Includes a grid for recording cage changes.

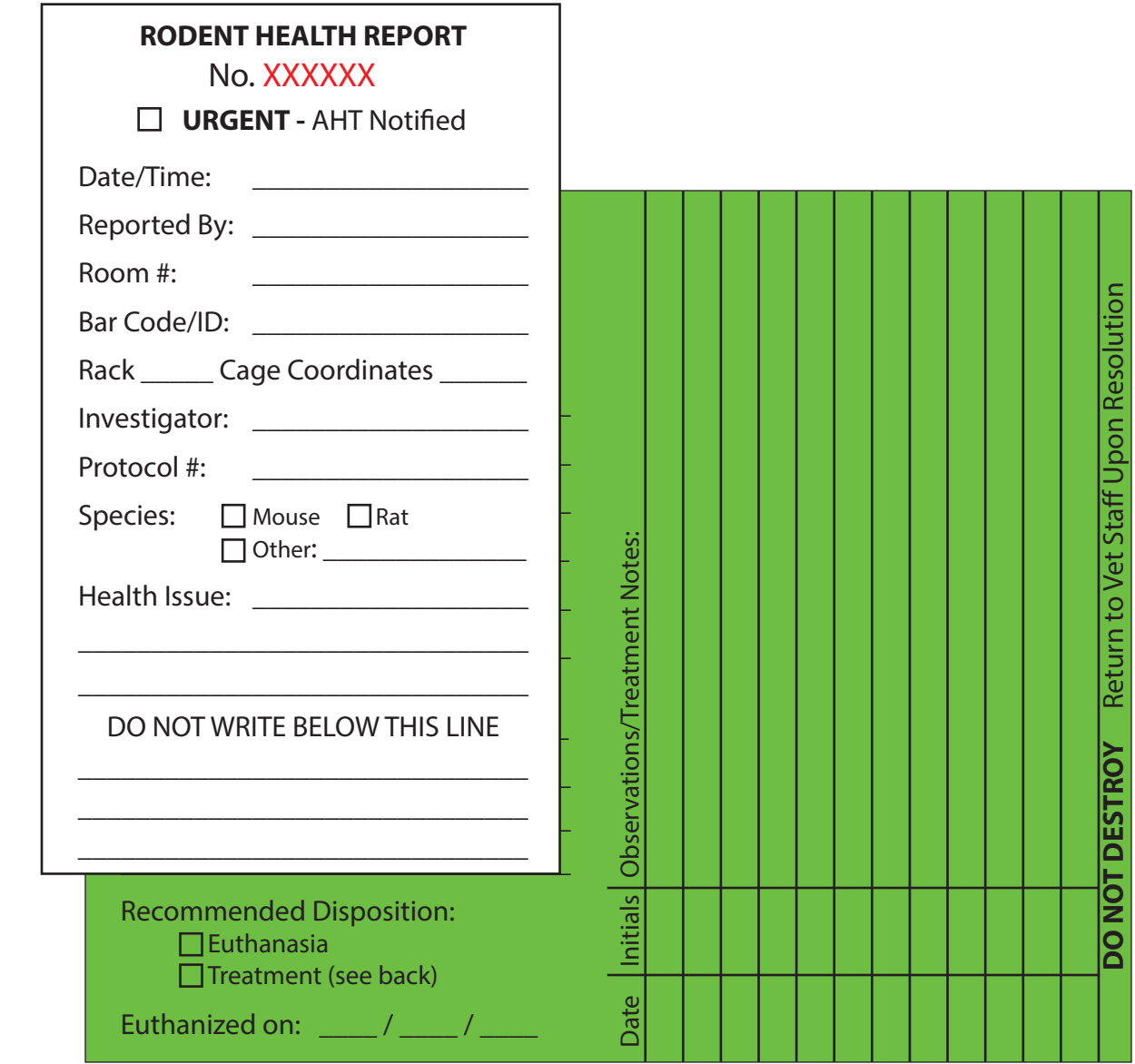
Do Not Change Card
This card is used by *laboratory personnel* to identify cages that should not be handled by the CCM husbandry staff.
Laboratory personnel are responsible for all care of the cages when this card is placed. All cage changes must be documented on the back of the card.

Room	Circle date each time cage is changed
1	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
1	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
1	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
1	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
1	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
1	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



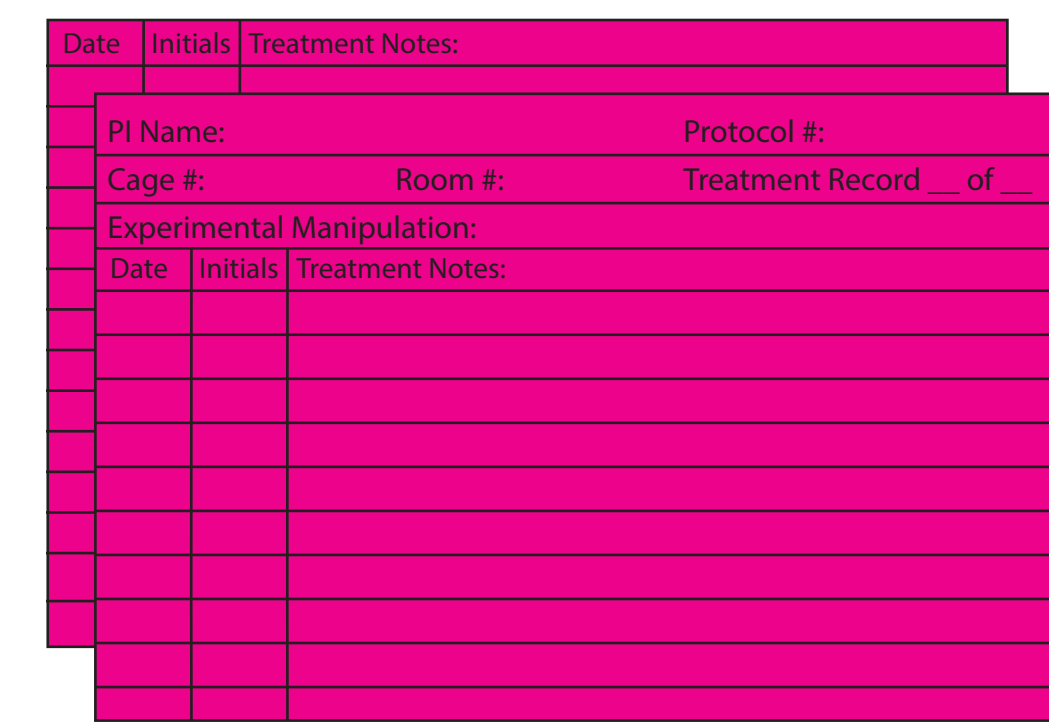
Mortality Report form with fields for Investigator, Reported By, Species, Age, Quantity, Animal Identification, Reason for Mortality, Date/Time, and CCM disposal instructions.

Mortality Report
This card is used by *CCM personnel* to identify cages where a mortality has occurred. This form has three parts, one copy is retained in the PRC office, one copy is attached to the carcass bag and placed in the designated cooler, and one copy is placed on the cage where the mortality occurred.
Laboratory personnel can remove these cards at any time. After 7 days, CCM personnel will remove the cards. Carcasses are held for 72 hours.



Rodent Health Report form with fields for No., URGENT - AHT Notified, Date/Time, Reported By, Room #, Bar Code/ID, Rack/Cage Coordinates, Investigator, Protocol #, Species, Health Issue, and Disposition (Euthanasia, Treatment).

Rodent Health Report
This card is used by *CCM or laboratory personnel* to identify a rodent cage with a health issue. After completing the white copy of the report, place the green card on the affected cage and submit the white copy to the veterinary staff.
If an animal is found to be in pain or distress, bleeding or unresponsive, notify veterinarian or animal health technician immediately.



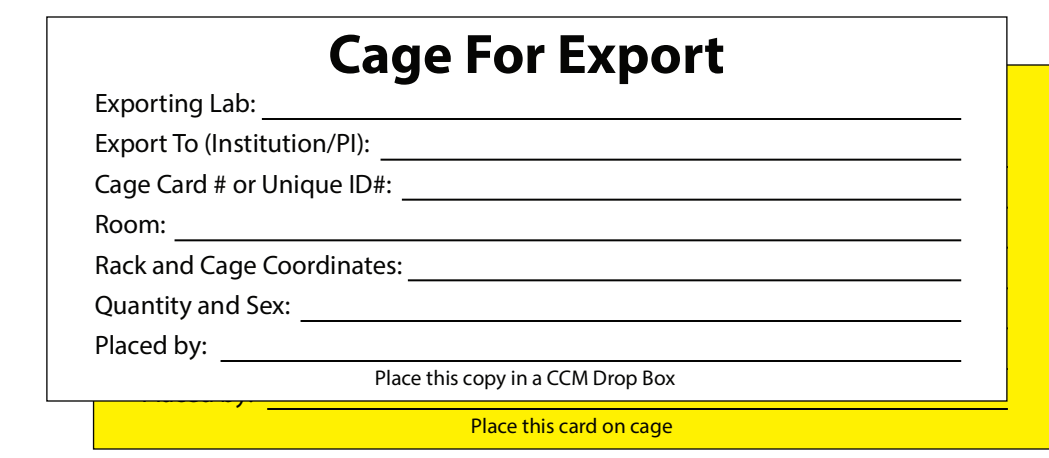
Research Related Health Report form with a grid for recording Date, Initials, and Treatment Notes.

Research Related Health Report
This card is used by *laboratory personnel* to identify rodent cages with research induced health concerns. The card is completed to document information regarding the health concern, dates of observation/treatments and notes. Uses of this card include: disease progression (e.g., hindlimb paralysis), surgery, tumor transplantation, drug administration (including analgesics) and supportive care (e.g., subcutaneous fluids, placement of food on cage floor).
This card is left on the cage until the health concern is resolved or the animals are removed from study.



Viral Vector form with fields for Date Administered and Agent.

Viral Vector Cage Cards
This card is used by *laboratory personnel* to identify cages of rodents that have been inoculated with viral vectors. Animals administered viral vectors must be housed in containment for a minimum of 72 hours after inoculation.
This card is removed from the cages when animals are transferred out of containment.



Cage For Export form with fields for Exporting Lab, Export To, Cage Card # or Unique ID#, Room, Rack and Cage Coordinates, Quantity and Sex, and Placed by.

Export Card
This card is used by *laboratory personnel* to identify cages for export to other institutions. These cards are distributed by the PRC office at the time of shipment approval. After completing the card, place the yellow copy horizontally in front of the cage card and place the white copy in a drop box or return to PRC.

Please refer to the Standard Operating Procedure page on CCM’s website (www.ccm.northwestern.edu) for detailed instructions on the use of and instructions for filling out cage cards.