Guide to CCM Cage Cards

New Arrival

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 card.

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. When cage is removed from the colony, indicate the deactivation date (lower right) and place in CCM drop box.

Transfer Marker and Card

This card is used by laboratory personnel to identify cages for internal transfer (i.e., to other investigations 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 is completed. Laboratory personnel can remove these cards at any time. After 10 days, CCM personnel will remove the cards.

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 Card

This card is used by laboratory personnel to identify breeding cages. If the mice require breeder chow or if 30 day weaning is approved in your protocol, check the appropriate box. When litter is 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 Card

This card is used by CCM personnel to identify rodent cages when the population exceeds the maximum housing density or when litters of pups need to be weaned. When cage is removed from the colony, indicate the deactivation date (lower right) and place in CCM drop box.

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.

Do Not Change Cage 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.

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 cages. Carcasses are held for 72 hours.

Mortality Report

This card is used by CCM personnel to identify rodents 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.

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 concerns, dates of observation/treatments and notes. Once this card is used, the animal should be assessed by a veterinarian or animal health technician immediately.

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 cage when animals are transferred out of containment.

RCF Separated Cage

This card is used by laboratory personnel to identify rodents that have been inoculated with a viral vector.

Cage For Export

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.