
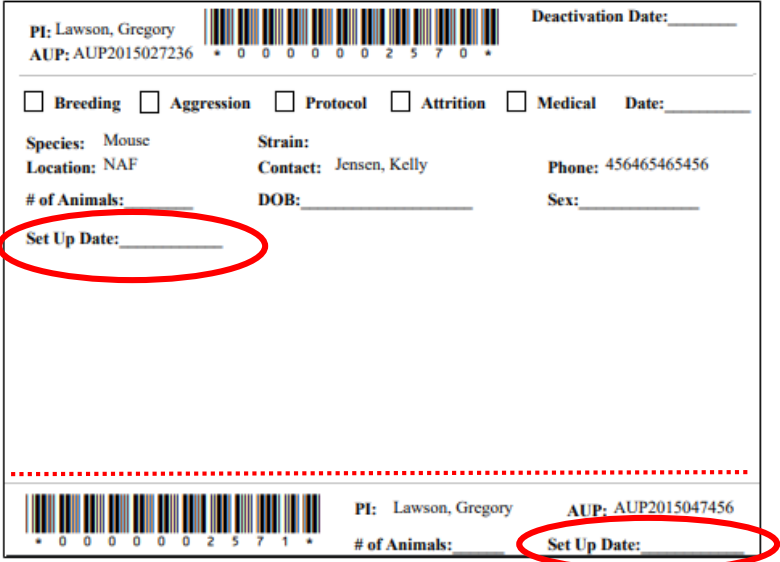

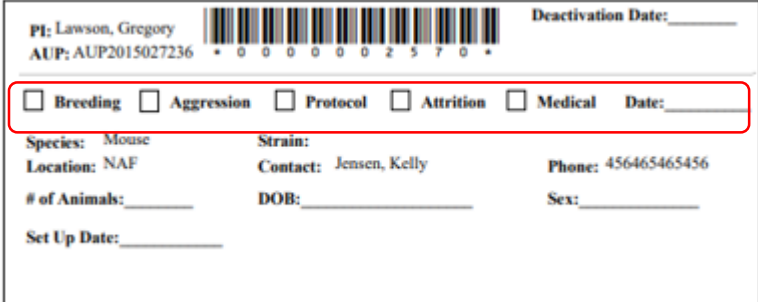



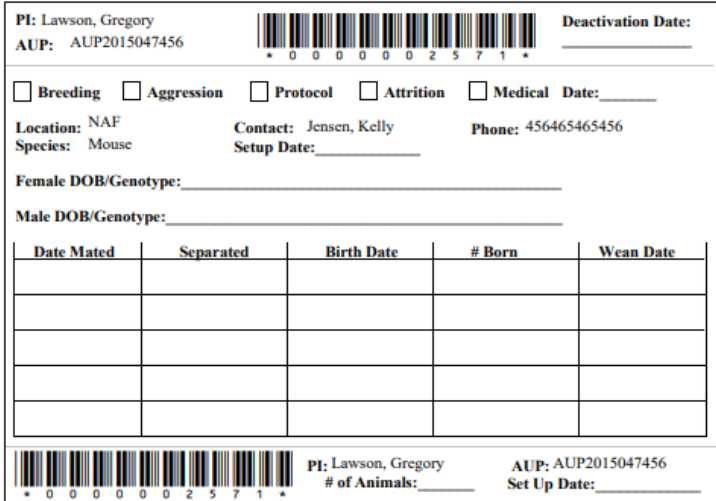
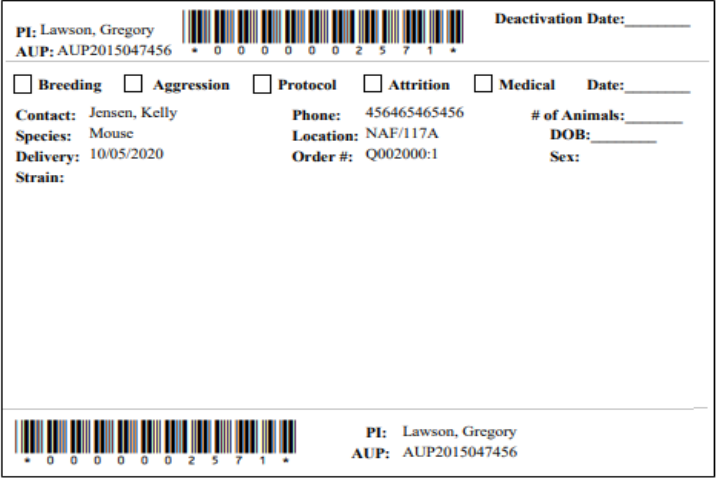
How to: **Request, Activate & Deactivate Cage Cards**

1	Request cards on OLAC website, under Forms tab	https://www.olac.berkeley.edu/cage-card-order-form Please allow at least 3 working days for processing time to have cards ready
2	Pick up at current Card Pick Up locations	<ul style="list-style-type: none"> - Typically, at primary PPE stations. NAF/LKS: at PPE station at end of hall Weill Hall-6: at end of hall next to Supervisor Office - Protocol will be debited 1 mouse per standard card, and 2 mice per breeding card.
3a	Card ACTIVATION	- When a new cage is set up for weaning or separating animals
3b	Standard or Wean Card Add Set Up Date on both the front of the main card and the BOTTOM strip Tear off BOTTOM strip - Place in the slot of the day at card station.  (Leave top strip on main card).	 <p>The image shows a cage card form with the following fields:</p> <ul style="list-style-type: none"> PI: Lawson, Gregory AUP: AUP2015027236 Deactivation Date: _____ <input type="checkbox"/> Breeding <input type="checkbox"/> Aggression <input type="checkbox"/> Protocol <input type="checkbox"/> Attrition <input type="checkbox"/> Medical Date: _____ Species: Mouse Location: NAF Strain: _____ Contact: Jensen, Kelly Phone: 456465465456 # of Animals: _____ DOB: _____ Sex: _____ Set Up Date: _____ (circled in red) Bottom strip: PI: Lawson, Gregory AUP: AUP2015047456 # of Animals: _____ Set Up Date: _____ (circled in red)

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<p>4</p>	<p>Drop off all strips in slots at Card Pick Up locations</p> <p>Map of locations in facilities in separate pdf</p>	
<p>5</p>	<p>Single Housed Animals: On the main card, at upper right, use the "Date:___" section for the date of single housing, and check the box for the reason from the list on the top line.</p>	
<p>6a</p>	<p>Card DEACTIVATION</p>	<p>- When there are no longer animals in the cage</p>
<p>6b</p>	<p>Add Deactivation Date to TOP strip</p> <p>- Tear off TOP strip</p> <p>- Place in the slot of the day at card station.</p>	

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7	Cage census for rooms will be 2x a week.	<p>If the Activation/Set Up date on the strip or cage is missing, or a cage is found without submitting a Set Up strip, then cage charge will start on the <u>last</u> cage census date for the room.</p> <p>If the Deactivation date on the strip is missing, or a cage is found missing without submitting a Deactivation strip, then cage charge will start on the <u>current</u> cage census date for the room.</p>
8	Example Breeding Card:	 <p>The breeding card form includes the following fields and sections:</p> <ul style="list-style-type: none"> PI: Lawson, Gregory; AUP: AUP2015047456; Deactivation Date: _____ Barcode: * 0 0 0 0 0 0 2 5 7 1 * Checkboxes: <input type="checkbox"/> Breeding, <input type="checkbox"/> Aggression, <input type="checkbox"/> Protocol, <input type="checkbox"/> Attrition, <input type="checkbox"/> Medical; Date: _____ Location: NAF; Contact: Jensen, Kelly; Phone: 456465465456 Species: Mouse; Setup Date: _____ Female DOB/Genotype: _____ Male DOB/Genotype: _____ Table with columns: Date Mated, Separated, Birth Date, # Born, Wean Date Bottom section: Barcode, PI: Lawson, Gregory; AUP: AUP2015047456; # of Animals: _____; Set Up Date: _____
9	Example Vendor Order Card:	 <p>The vendor order card form includes the following fields and sections:</p> <ul style="list-style-type: none"> PI: Lawson, Gregory; AUP: AUP2015047456; Deactivation Date: _____ Barcode: * 0 0 0 0 0 0 2 5 7 1 * Checkboxes: <input type="checkbox"/> Breeding, <input type="checkbox"/> Aggression, <input type="checkbox"/> Protocol, <input type="checkbox"/> Attrition, <input type="checkbox"/> Medical; Date: _____ Contact: Jensen, Kelly; Phone: 456465465456; # of Animals: _____ Species: Mouse; Location: NAF/117A; DOB: _____ Delivery: 10/05/2020; Order #: Q002000:1; Sex: _____ Strain: _____ Bottom section: Barcode, PI: Lawson, Gregory; AUP: AUP2015047456