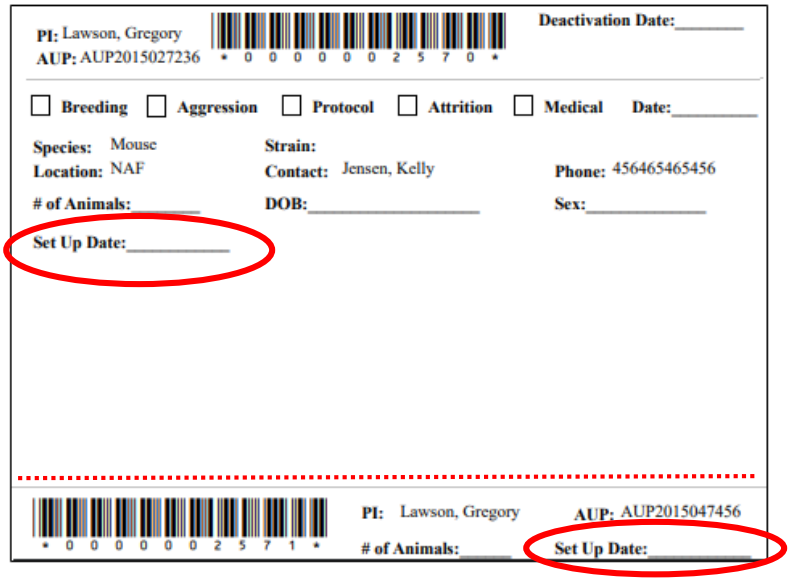
cayuse ANIMAL INVENTORY

OFFICE OF LABORATORY ANIMAL CARE BERKELEY

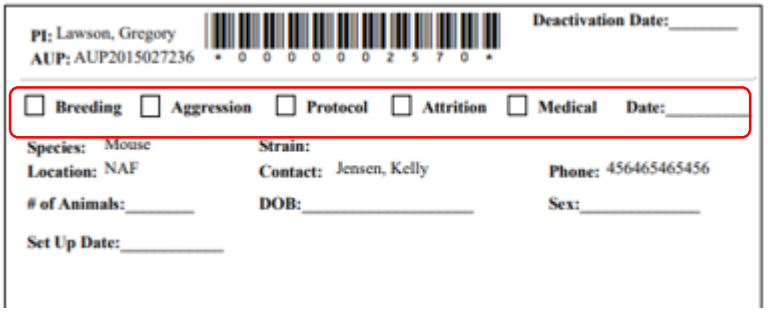
How to: ***Request, Activate & Deactivate Cage Cards***

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	- 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).	

cayuse ANIMAL INVENTORY

OFFICE OF LABORATORY ANIMAL CARE BERKELEY

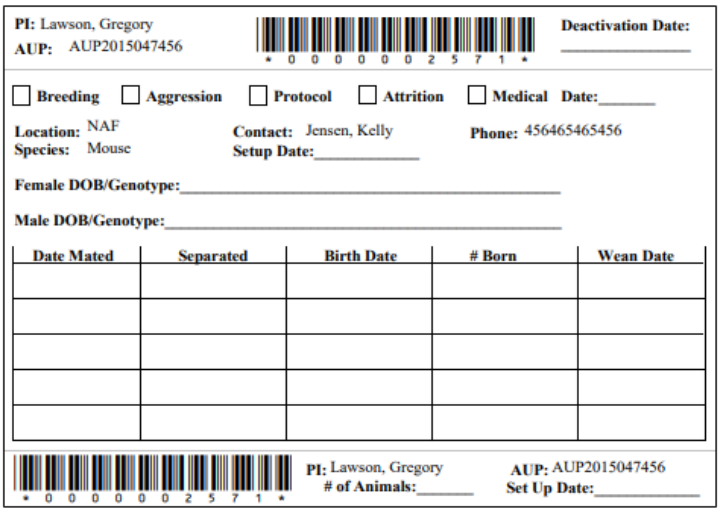
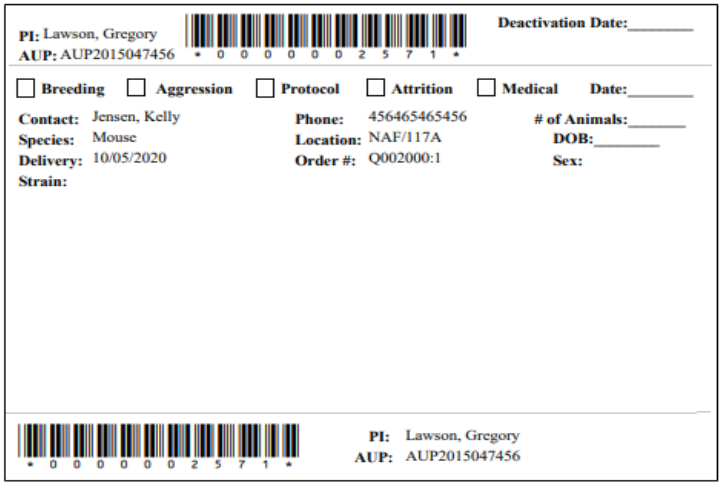
How to: ***Request, Activate & Deactivate Cage Cards***

4	**Drop off all strips in slots at Card Pick Up locations** Map of locations in facilities in separate pdf	
5	**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.	
6a	**Card DEACTIVATION**	- When there are no longer animals in the cage
6b	**Add Deactivation Date** to TOP strip - **Tear off TOP strip** - Place in the slot of the day at card station.	

cayuse ANIMAL INVENTORY

OFFICE OF LABORATORY ANIMAL CARE BERKELEY

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

7	Cage census for rooms will be 2x a week.	**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 last cage census date for the room. **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 current cage census date for the room.
8	**Example Breeding Card:**	
9	**Example Vendor Order Card:**