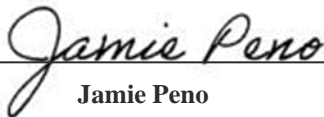
 <div> <div>DIVISION OF RESEARCH &amp; INNOVATION</div> <div>Research Integrity &amp; Compliance</div> </div>		<b>UNT Lab Animal Facility</b> <b>Standard Operating Procedures</b>	
<b>Title:</b> Animal Identification and Cage Labeling in the UNT LAF			
<b>Effective Date:</b>	August 15, 2021	<b>Document Number:</b>	LAF-SOP-05-05.00
<b>Approval/Date:</b>  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">             _____  <b>Jamie Peno</b>            Assistant Vice President, Research Integrity and Compliance         </div> <div style="text-align: center;">           8/15/2021            _____  <b>Date</b> </div> </div>			
<b>REVISION HISTORY</b>			
<b>Date</b>	<b>Section</b>	<b>Author</b>	

## PURPOSE

Regulations require that animals engaged in studies be properly identified, and that all medical records need to include animal identification to assure adequate provisions of care. The UNT LAF uses a cage card system to identify animals housed within each cage/unit with relevant AUP and housing information. This procedure should be followed by LAF and research staff to ensure accurate identification and appropriate housing/ husbandry methods are followed.

## SCOPE

It is the responsibility of the Principal Investigator to ensure all LAF procedures are followed by research staff to maintain methods for identifying animals and ensure appropriate record keeping.

It is the responsibility of LAF Management to maintain cage labeling systems and procedures for identification of animals housed in the LAF and to provide appropriate training on methods and procedures to all users and LAF staff.

## DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton

IACUC- Institutional Animal Care and Use Committee

AUP- UNT approved Animal Use Protocol

SOP/SOP's- Standard Operating Procedure(s)


LAF- Laboratory Animal Facility

AV- Attending Veterinarian

PI- Principal Investigator

## PROCEDURES

- I. Animal Identification**
  - A.** Animals should be identified in accordance with The Guide and UNT IACUC Procedures. (see UNT IACUC SOP 02-05 Animal Numbering and Identification)
  - B.** Methods of Identification commonly used and offered in the LAF may include:
    1. ear punching
    2. ink tail marking (may need re-applying weekly)
  - C.** Other (more invasive, long term) methods such as RFID microchipping or tattooing will require prior approval from the IACUC in the associated AUP and supplies will need to be provided by the PI.
- II. Cage Labeling**
  - A.** Cage cards are used as a method to establish relational responsibility, confirm the identity of animals within, and to provide personnel with animal care information for assessment.
  - B.** Cages will be individually labelled in the LAF with a Cage Card that includes a minimum of the following information:
    1. Assigned Animal Use Protocol
    2. Principal Investigator and Contact Information
    3. Species
    4. Strain
    5. Vendor
    6. Animal ID and/ or Number of animals (as applicable when group housing)
    7. Date of Birth
    8. Date of Intake/ Acquisition
    9. Space is provided to include special items of note such as:
      - a) Sex
      - b) Special housing restrictions (ie. Special diet, bedding, feeding schedule, cleaning schedule, etc.)
      - c) Hazardous agent precautions
      - d) Etc.
  - C.** Cage Card Example:

INVESTIGATOR _____	PHONE # _____
SPECIES _____	BREED/STRAIN _____
DATE of BIRTH _____	PURCHASE# _____
DATE RECEIVED _____	SOURCE _____
ANIMAL ID OR CAGE # _____	
PROTOCOL # _____	
_____	
_____	
	
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- D.** Additional cards and labeling may be used to indicate use of hazardous materials, fasting procedures, special care or assessment needs, etc. Commonly used cards in the LAF may be on specifically colored tags and include:

1. Red- Litter Watch
    - a) Litter Watch tags can be placed by LAF staff or research personnel and are used to indicate that staff should prepare for and watch for a new litter to be born in that cage. This tag should be placed on the cage after mating and/or a pregnant female is visibly detected within the cage. The litter date of birth (DOB) must be recorded as soon as the litter is noted for animal census and the investigators research animal records.
  2. Green- Surgery Watch
    - a) Surgery Watch tags are placed on cages for animals recovering from a procedure. This tag is used to indicate to staff the need for extra careful handling and monitoring and will remain on the cage until the animal has fully healed/ recovered.
  3. White- Overcrowded Notice
    - a) Over-crowded tags are placed by LAF staff and used to indicate to research staff when a cage is filled with more than the maximum number of animals allowed per cage. This often happens in a cage with new litters that growing into adult animals. Investigators and/ or research staff are given 3 days from the posted date to separate the animals into smaller groups per cage.
    - b) Failure to separate animals within the 3 day window will result in LAF staff separating animals as they see fit. An over-crowded separation fee will be charged per cage marked.
  4. Yellow- Sickness/ Illness Notice
    - a) If any animal is identified as sick or injured, the Sickness/Illness Notice tag should be placed on the cage to indicate further special handling and care is required. All noted sickness and injuries should be reported/communicated promptly between LAF staff and investigators. This card will remain on the cage until the animal has been documented to be fully healed/ recovered.
  5. Blue- Diet Restriction Notice
    - a) Studies that are approved for and require food restrictions or fasting for animals will be marked with the blue Diet Restriction tag to prevent confusion between LAF animal care staff and investigators as to whether to feed the animals or not.
  6. Deceased Animal Notice
    - a) A Deceased Animal tag will be placed on caging to notify all staff in the event any animal was euthanized or found to be deceased and removed. The PI, LAF, or research staff should remove the carcass from the cage immediately and replace the cage with the new one if there is a surviving cage mate and use the tag to indicate to others why an animal is unexpectedly missing. LAF Management and investigators should be notified as well in order to make any assessments necessary.
- E.** New cage cards will be created by LAF staff to reflect any information changes within 24hrs of notification.
1. Old cards may be retained as documentation in the study animal record.
  2. Animals should not be moved or returned to different cages/housing areas without prior notification and approval from LAF Staff to ensure appropriate housing set-up, animal care and identification methods are followed.
    - a) Cage cards from deceased or euthanized animals should remain on the cage with a Deceased Animal tag until all appropriate personnel are notified and changes have been documented. Cards should be removed by LAF staff only.

## **REFERENCES**

1. The Guide
2. UNT IACUC SOP 02-05 Animal Numbering and Identification
3. UNT Animal Research Policies and Procedures

## **APPENDECES**

Lab Animal Facility Procedures