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| Name: | Animal Room Cards | Created: | 8/10/17 |
| Number: | FSU-SOP-140.01 | Revised: | -- |
| Category: | General Procedures | Author(s): | T. Schoenfeld |

1.0 Purpose

The purpose of this SOP is to establish a uniform format for identifying the animals housed in each of the three holding rooms, their caretakers, and the circumstances of their care.

2.0 Policy

- 2.1 As stipulated in SOP 110 (Recordkeeping, section 4.2.1), each holding room entry door will have an animal room card on the outside that provides essential identifying information about the animals within.
- 2.2 Each animal room card must identify the PI and IACUC protocol # for each animal housed within, along with emergency contact information.
- 2.3 A card should be posted for each PI/protocol represented in the room.
- 2.4 Other information should be provided that assists caretakers in their duties, regarding housing conditions, husbandry requirements, and required PPE.

3.0 Materials

- 3.1 Standard animal room cards, printed 6.5" x 7.5" on white cardstock (see template, section 6.1)

4.0 Procedure

- 4.1 The following information must be entered on each standard card (using only a permanent ink marker, e.g., a Sharpie Ultra Fine Point):
 - 4.1.1 Protocol # (which will identify the PI, e.g., 2017-Schoenfeld-1)
 - 4.1.2 Room # (SCI 101F, 101G or 101H)
 - 4.1.3 Species and strain of housed animals
 - 4.1.4 Emergency contact information for the PI, the Attending Veterinarian, and any collaborating students
 - 4.1.5 Light:dark cycle (as set in hallway light timer)
 - 4.1.6 Ambient temperature (as requested of Capital Planning)
 - 4.1.7 Any special husbandry conditions pertaining to some or all animals housed within, e.g.,
 - 4.1.7.1 Food or water restriction
 - 4.1.7.2 Suspended cage changes for dams with litters
 - 4.1.8 Any special PPE requirements for the room
- 4.2 A separate card should be prepared and posted on the entry door for each protocol covering each species/strain of animals housed in a particular holding room.
- 4.3 See template below for 6.5" x 7.5" standard card (original prepared in PowerPoint):

5.0 References

- 5.1 Rodent identification (McGill University) <http://www.mcgill.ca/research/files/research/616 - rodent identification - march 2016.pdf>
- 5.2 Mouse identification (Jackson Laboratory) <https://www.jax.org/jax-mice-and-services/customer-support/technical-support/breeding-and-husbandry-support/mouse-identification>

6.0 Attachment

- 6.1 Template for 6.5” x 7.5” standard card (original prepared in PowerPoint; A.01)

SOP REVISION HISTORY

| VERSION # | APPROVED | DETAILS |
|-----------|----------|---------------------------|
| 130.01 | 12/20/17 | Authored by T. Schoenfeld |
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