Computerized Cage ID Cards
These cards are printed by the CMP administrative office and
placed on cages when animals are received. They are for CMP
use only and should not be used to record research data.
Pertinent information on these cards include: investigator
name, protocol number, account number, animal information
and a bar code used for billing. Per diem charges are activated
upon receipt of animals. As animals are used or permanently
removed, the investigator must date, initial, and place this
computerized cage card in a designated deletion box to be
scanned out and end the per diem billing.

Cage Addition Cards
This is a 3x5 pale green duplicate form that can be completed
by either the investigative or CMP staff when a cage of
animals is added (e.g. animals weaned, animals that must be
separated because of fighting, breeding pairs that are isolated,
etc.). The top copy is placed in the designated location for
each facility and the carbon copy is placed on the cage. All of
the information on the card needs to be filled out to ensure
accuracy. Computer cage ID cards are then generated and per
diem initiated.

Health Check Cards
A health check card system is used to identify animals that
require special health attention. These are 3x5 pale green
duplicate forms that are filled out by the animal care staff and
submitted to the area Animal Health Supervisor for
investigation. A carbon copy of the card remains on the
animal cage and is initialed by a CMP supervisor or
veterinarian when the problem is investigated. Every effort is
made to notify investigators about health problems.

Mortality Cards
These white triplicate cards are filled out by CMP personnel
whenever an animal is found dead in a cage. Copies are: 1)
placed on the cage, 2) submitted to the area Animal Health
Supervisor, and 3) placed with the deceased animal in a
cooler. The Animal Health Supervisor will investigate the
death and communicate with the investigator and the
veterinary staff.
Overcrowded Cage Notice
These blue duplicate cards are filled out by CMP personnel when an excessive number of animals is being maintained in a single cage. Copies of the overcrowded notice are given to the CMP Health Staff for investigator notification. CMP will supply additional cages for separating out overcrowded cages. Numbers of animals allowed per cage are established by CMP veterinary staff in accordance with current federal laws and guidelines and are available upon request. Established cage change-out schedules and per diem rates are based on these animal numbers. For additional information contact the Attending Veterinarian or the CMP clinical veterinary staff.

Do Not Change Cage Cards
This bright safety-orange card is completed by investigative personnel for each cage (rodents) or pen they do not want changed. Instructions must be written in a simple, clear, and concise form and signed by the CMP area supervisor and the investigator. The cards can be obtained from the CMP area supervisor. The cards are good for a maximum of two weeks and must be dated and initialed daily by the investigator to ensure that appropriate cage sanitation standards are maintained and that animals are evaluated daily.

Anesthetized Today Cards
These bright green cards should be filled out by anyone performing anesthesia or tranquilization of animals and placed on an animal’s cage following tranquilization or anesthesia. Failure to fill out these cards may result in misinterpretation of an animal’s health status (moribund, CNS signs, etc.) and consultation with CMP veterinary staff for resolution.
Animal Treatment Card
This bright pink card designates animals that are undergoing a treatment as designated by the CMP veterinary staff for health reasons. Directions on the card should be simple, clear and concise. The card is completed by CMP staff and placed on the animal's cage for easy identification. To ensure that medications are given as prescribed, and to avoid duplication of treatment administration (and potential overdose), anyone (CMP or investigative staff) who delivers a treatment should record and initial the corresponding treatment box on the card, that the animal received the treatment.

Animal Observation Card
When an investigator performs a procedure on an animal and daily observation of the animal is required, the “Animal Observation Card” is used. The procedure performed, the Cage Number of the animal or animals that the procedure was performed on, the member of the investigative staff that should be contacted if any health issues are observed and the date observations are to start and end must be filled out. Observations made are written in the space provided and initials of the observer are written in the boxes for both AM and PM. If a caretaker sees that initials were not marked in the box for the day prior, a “Health Check Card” is filled out.

Termination Cards
When an investigator has completed use of animals, he/she may request CMP personnel to terminate designated animals by completing a red “Terminate” card for each cage of animals. This bright red card must be legibly signed by the principal investigator or an authorized representative. The method used for termination must be approved on the approved AUP. Please indicate on the card if the animals are being terminated for health reasons and notify a supervisor so that prompt attention can be provided. A minimal terminate charge will be incurred on a per-cage (rodents / chickens only - CO2 euthanasia) or per-animal basis (injection).

Animal Transfer Pending Card
When an investigator wants to transfer his/her animals to another investigator’s AUP, this card is used to specify the investigators and the AUPs involved. The Transfer Form must be filled out and signed by all investigators involved, then submitted to CMP for approval before the animals can be transferred.
**Animal Relocation Card**

When an investigator wants to move his/her animals to another location, this card is used to identify the cages being moved and the location where they will be moved to. The Transfer Form must be filled out and signed by the investigator, then submitted to CMP for approval before the animals can be moved.

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**Daily Observation Card**

When a “Health Check Card” has been filled out and a Veterinarian feels that the health concern needs to be observed daily, the “Health Check Card” is moved behind the cage card and a “Daily Observation Card” is filled out and placed upright behind the cage card so as to be seen. The health concern is observed and recorded on the “Daily Observation Card” until a veterinarian has stated that the health concern is under control.