



## THE UNIVERSITY OF TEXAS AT AUSTIN

### ANIMAL RESOURCES CENTER

2701 Speedway · Austin, TX 78712-0136

(512) 471-7534 · FAX (512) 471-4336 · [www.utexas.edu/research/arc](http://www.utexas.edu/research/arc)

This ARC guideline has been written to communicate current standards for the facility users. Questions should be directed to Jennifer Cassaday (471-3909) or Dr. Glen Otto (471-2392).

### Requirements for Cage Identification

10/15/18

When research personnel activate new cages by separating existing animals or setting up new arrivals, it is their responsibility to assure that proper cage identification is put into place. A 3X5 cage card is the proper means to identify rodent cages. Pre-printed cards or label stickers can be requested and obtained from the ARC front office at no charge, and this is the best way to maintain consistency in cage cards and to assure that minimum information is provided. However, if you will be creating your own cards, these standards must be met:

- 1) The cage card must be made of thick cardstock and the information printed on it must be legible. The ink used should be permanent and waterproof to prevent moisture exposure from obscuring the information.
- 2) Federal requirements state that the card **MUST** contain this information: **Investigator Name and Protocol Number**
- 3) It is strongly recommended that this information also be included: Source/Vendor, Strain/Stock, Date of Arrival, Sex, and Date of Birth (DOB). In some cases, recording the animal's weight upon arrival will be more pertinent than DOB. The name and phone number of the responsible person should be included if not posted elsewhere in the area.
- 4) For large nonrodent species such as nonhuman primates, pigs, or rabbits, the card must include a unique animal ID. If two or more of such animals are kept in the same cage or run, each animal must be tagged or tattooed to allow definitive identification by someone not familiar with the physical characteristics of the animals.

The information on the cards must be kept current. If animals are transferred to another protocol or if the protocol expires and is replaced by a new one, the number on the card must be changed to reflect the new protocol. When the third year resubmission of an IACUC protocol is approved, the old number is considered **EXPIRED**, and all cage cards must be updated with the new protocol number. This can be done by requesting new cards/stickers from the ARC office or by clearly and legibly crossing out the old number and writing in the new one. If the new protocol belongs to a different lab group, then a Protocol Transfer Form must be submitted:

<https://research.utexas.edu/arc/forms/>

The ARC will attempt to directly notify the research group when improper identification is in place and will work with the lab to correct the situation. However, a history of chronic problems constitutes regulatory noncompliance, and the ARC is required to notify the IACUC. In addition, the IACUC routinely contacts the ARC when protocols have expired and requests our assistance in verifying that any remaining animals have been transferred to an active protocol and the numbers on the cage cards have in fact been changed. In these cases, the PI will be contacted by ARC staff and asked to provide the name of a lab contact that can facilitate an informal audit of the affected cages.