

March 15, 2010

**ANIMAL CARE AND USE PROGRAM**

Veterinary Medical Unit (VMU) Procedures for Cage Card Changes

1. **PURPOSE:** To provide procedural guidelines for making cage card changes by research assistants and Veterinary Medical Unit (VMU) technicians.
2. **POLICY:** All personnel engaged in animal husbandry will comply with the established procedures when making changes to animal cages. This policy applies to VA salaried employees and on-site Without Compensation (WOC) employees working within the Veterinary Medical Unit. Investigators are responsible for ensuring that all animals are used in accordance with an approved protocol.
3. **ACTION:** Research assistants initiate cage card changes to transfer animals from one protocol to another.
  - a. Identify cages to be transferred between protocols by placing a post-it flag on existing cage card.
  - b. Properly fill out a VMU Cage Card Request Form, indicating new protocol number, and, numbers of animals to be transferred.
  - c. Properly fill out a VMU Animal and Cage Termination Request Form, indicating old cage card numbers to be terminated off of old protocol.
  - d. VMU Staff will terminate old cage cards, and, make new cage cards, with new protocol number, and, annotate new animals in the Animal Resource Management database.
  - e. VMU Staff will inform Research Assistants when new cards are available. Research assistants will be responsible for placing new cage cards on cages.
4. **RESPONSIBILITY:** Investigators are responsible for ensuring all employees adhere to guidelines.
5. **REFERENCES:** VMU-SOP-28: Animal Transfers Between Protocols.
6. **RESCISSION:** N/A



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