

February 1, 2016

**VETERINARY MEDICAL UNIT**

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.
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 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:** N/A
6. **RESCISSION:** Research Service Policy Memorandum 10-54, March 15, 2010.
7. **RECERTIFICATION:** January 2021

  
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Distribution: VMU, Investigators