

Animal Management: Rodent Offspring Recording

1. Introduction

Per UC IACUC Policy #001, researchers are required to track offspring and report the numbers to the IACUC office. LAMS requires offspring tracking in the Research Administration Portal (RAP) for Animal Operations (AOPS) to help facilitate reporting of this IACUC requirement. This document will guide you through the process of recording offspring to satisfy both IACUC and LAMS requirements.

If you want to use RAP AOPS for colony management (including tracking parent cages), see **Section 3: Reporting Offspring (Log Weaning Event)**.

If you do not use RAP AOPS for colony management, see **Section 4: Reporting Offspring (Update Breeding Information)**.

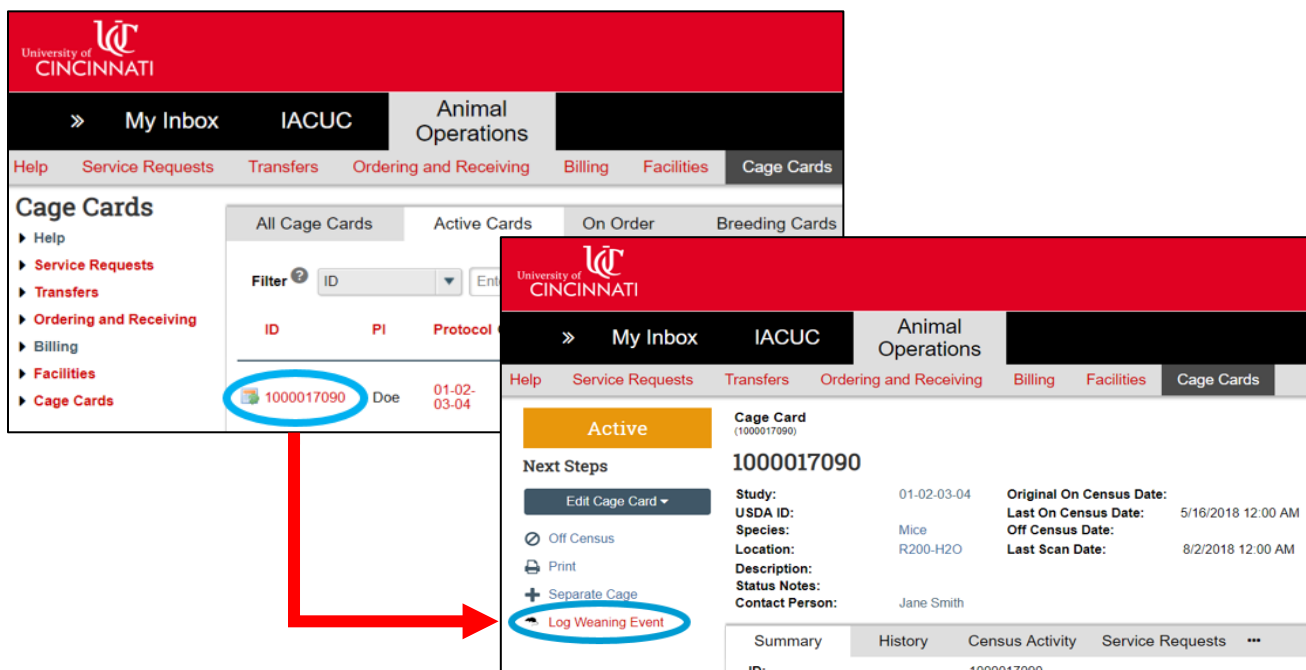
2. Required Information

1. Barcode number of the **active parent cards** (original cage)
2. Barcode number of the **breeding cards** (weaned cages)
3. Number of birthed pups, weaned pups, and culled pups
4. Date of weaning

3. Reporting Offspring (Log Weaning Event)

1. Login to the [Research Administration Portal \(RAP\) website](https://rap.uc.edu/AOPS/) <https://rap.uc.edu/AOPS/>
2. Select the **Animal Operations** tab, then select the **Cage Cards** sub-tab.
3. Select the **Active Cards** tab to display your active cage cards.
4. Select the parent cage by barcode in the ID column. The screen now displays the parent card information. On the left side of the screen, select **Log Weaning Event** to launch a popup form.

Note: Use the Filter to search for the parent barcode (press the **Go** button to display results).



The screenshot displays the RAP AOPS interface. The top navigation bar includes 'My Inbox', 'IACUC', and 'Animal Operations'. The 'Cage Cards' sub-tab is selected. The left sidebar lists various menu items, with 'Cage Cards' highlighted. The main content area shows a table of active cage cards. The first row is circled in blue, with the ID '1000017090' highlighted. A red arrow points from this ID to the right pane, which shows the detailed view of the cage card for ID '1000017090'. In the 'Next Steps' section of the right pane, the 'Log Weaning Event' option is circled in blue.

| ID | PI | Protocol |
|------------|-----|-------------|
| 1000017090 | Doe | 01-02-03-04 |

Active Cage Card (1000017090)

Next Steps

- Edit Cage Card
- Off Census
- Print
- Separate Cage
- Log Weaning Event**

Cage Card Details:

USDA ID: 01-02-03-04 Original On Census Date: 5/16/2018 12:00 AM
 Species: Mice Last On Census Date: 5/16/2018 12:00 AM
 Location: R200-H2O Off Census Date: 8/2/2018 12:00 AM
 Description: Last Scan Date: 8/2/2018 12:00 AM
 Status Notes: Contact Person: Jane Smith

Summary History Census Activity Service Requests ...

ID: 1000017090

Log Weaning Event

Cage Card ID:
 Card Name:
 Protocol: 01-02-03-04
 # Animals currently in this cage after separation:

1. * **Event Date:**

2. * **Do you need new cage cards for these animals?**
 Yes No [Clear](#)

* **Select existing cage where you are placing these animals:**
 ...

Select One or More Cage Card Projects

Filter by Advanced

Total Selected: 1 1-2 of 2

| Name | Group | Number of Animals | Available Animals | Status |
|--|------------------|-------------------|-------------------|----------|
| <input checked="" type="checkbox"/> 0001254719 | Mice-ID000000002 | 0 | 4 | Breeding |
| <input checked="" type="checkbox"/> 0001272483 | Mice-ID000000002 | 0 | 4 | Breeding |

| Name | Room | # Animals | Max Animals Per Cage | Available Animals | Animals To Add |
|------------|----------|--------------------------------|----------------------|-------------------|---|
| 0001254719 | R200-H20 | <input type="text" value="0"/> | 4 | 4 | <input type="text" value="3"/> ✖ |
| 0001272483 | R200-H20 | <input type="text" value="0"/> | 4 | 4 | <input type="text" value="2"/> ✖ |

3. * **Number Birthed:**
 * **Number Weaned:**
 * **Number Culled:**

4. **Apply charges?**
 Yes No [Clear](#)

5. **Weaning Notes:**

Card Name: the barcode of the parent cage.

Animals: number of *adult* animals in parent cage (no offspring).

- 2 if breeding **pair**, **3 or 4** if **harem**

Event Date: date the offspring were weaned and/or culled.

New cage cards? LAMS provides cards in advance. Select **No**. If you accidentally select Yes, contact LAMS immediately to resolve.

Select existing cage: You can manually type in each cage barcode, or click the ... button to select from a list of available cage cards.

- Filter by Status "**breeding**" for cage card barcodes for **new cages** containing no animals.
- Filter by Status "**active**" for cage card barcodes for **existing cages** already housing animals.

Check all that apply, and press the **OK** button to display selected cage(s).

In this example, **7 pups** were born but **5 pups** were weaned and **2 pups** were culled.

- ← 1 cage of 3 males (barcode 0001254719)
- ← 1 cage of 2 females (barcode 0001272483)

For new cage barcodes, the default value for **# Animals** is 4; correct the field to 0. If you select an existing cage barcode, the default value is the # animals currently in the cage.

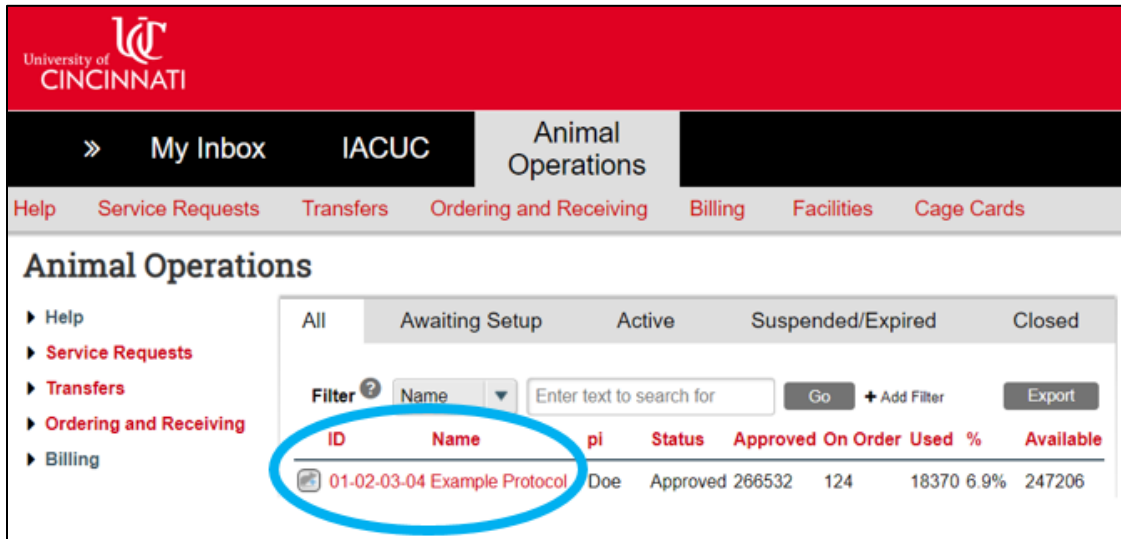
Section 3: Enter animal numbers into the **Number Weaned** and **Number Culled** fields. The **New Births** field will fill automatically.

Apply charges? If you performed the weaning, select **No**. Charges only apply if LAMS personnel performs the service; **weaning is a researcher responsibility.**

Comments entered here can be viewed in the **Activity Details** of the completed weaning event. Press the **OK** button to submit.

4. Reporting Offspring (Update Breeding Information)

1. Login to the [Research Administration Portal \(RAP\) website https://rap.uc.edu/AOPS/](https://rap.uc.edu/AOPS/)
2. Select the **Animal Operations** tab, then select the correct protocol ID or Name on the home page.
3. Select **Update Breeding Information** on the left side of the screen to launch a popup form.



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My Inbox IACUC **Animal Operations**

Help Service Requests Transfers Ordering and Receiving Billing Facilities Cage Cards

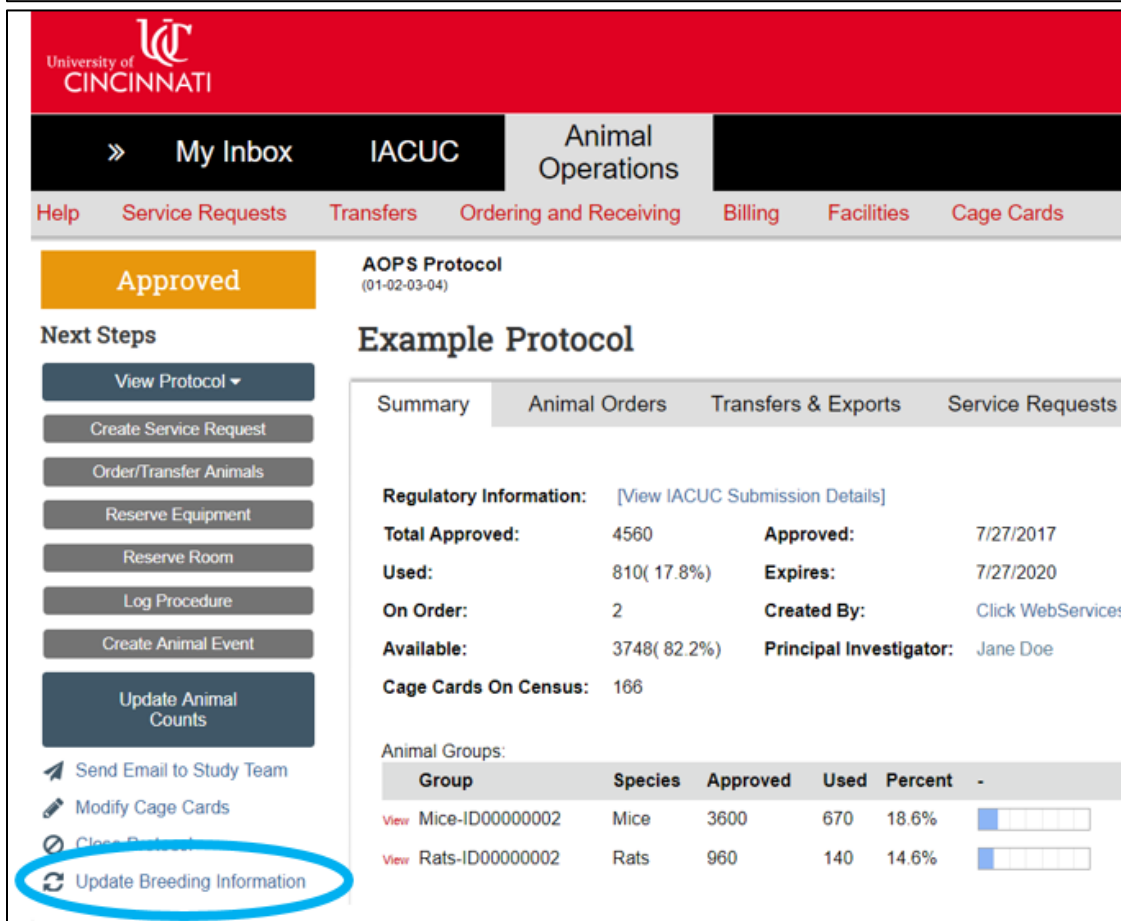
Animal Operations

[Help](#)
[Service Requests](#)
[Transfers](#)
[Ordering and Receiving](#)
[Billing](#)

All Awaiting Setup Active Suspended/Expired Closed

Filter [?] Name Go + Add Filter Export

| ID | Name | pi | Status | Approved | On Order | Used | % | Available |
|-------------|------------------|-----|----------|----------|----------|-------|------|-----------|
| 01-02-03-04 | Example Protocol | Doe | Approved | 266532 | 124 | 18370 | 6.9% | 247206 |



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My Inbox IACUC **Animal Operations**

Help Service Requests Transfers Ordering and Receiving Billing Facilities Cage Cards

Approved AOPS Protocol (01-02-03-04)

Example Protocol

[Summary](#)
[Animal Orders](#)
[Transfers & Exports](#)
[Service Requests](#)

Regulatory Information: [\[View IACUC Submission Details\]](#)
Total Approved: 4560 **Approved:** 7/27/2017
Used: 810(17.8%) **Expires:** 7/27/2020
On Order: 2 **Created By:** [Click WebServices](#)
Available: 3748(82.2%) **Principal Investigator:** Jane Doe
Cage Cards On Census: 166

Animal Groups:

| Group | Species | Approved | Used | Percent | - |
|--------------------------------------|---------|----------|------|---------|-----------------------------------|
| View Mice-ID00000002 | Mice | 3600 | 670 | 18.6% | <div style="width: 18.6%;"></div> |
| View Rats-ID00000002 | Rats | 960 | 140 | 14.6% | <div style="width: 14.6%;"></div> |

[View Protocol](#)
[Create Service Request](#)
[Order/Transfer Animals](#)
[Reserve Equipment](#)
[Reserve Room](#)
[Log Procedure](#)
[Create Animal Event](#)
[Update Animal Counts](#)
[Send Email to Study Team](#)
[Modify Cage Cards](#)
[Clean Protocol](#)
[Update Breeding Information](#)

Update Breeding Information

Please provide updated breeding & separation information since the "last update" below.

PI: Jane Doe
 Protocol: Example Protocol
 Last Update: 09/01/2018

1. Date when animals were counted:
 (Today's date will be used by default):

9/10/2018 

Enter newly birthed, culled and weaned animals:

| Species | USDA Category | Approved | Birthed | Weaned | Culled | New Births | New Weaned | New Culled |
|---------|---------------|----------|---------|--------|--------|--------------------------------|--------------------------------|--------------------------------|
| Mice | C | 78320 | 595 | 595 | 0 | <input type="text" value="7"/> | <input type="text" value="5"/> | <input type="text" value="2"/> |
| Mice | D | 51053 | 0 | 0 | 0 | <input type="text" value="3"/> | <input type="text" value="3"/> | <input type="text" value="0"/> |
| Mice | E | 132551 | 0 | 0 | 0 | <input type="text" value="8"/> | <input type="text" value="7"/> | <input type="text" value="1"/> |
| Rats | E | 4608 | 0 | 0 | 0 | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Select cards to activate:



Select One or More Cage Card Projects

Filter by Advanced

Total Selected: 1 1-2 of 2

| Name | Group | Number of Animals | Available Animals | Status |
|---|-----------------|-------------------|-------------------|----------|
| <input checked="" type="checkbox"/> 100000819 | Mice-ID00000002 | 0 | 4 | Breeding |
| <input checked="" type="checkbox"/> 100000820 | Mice-ID00000002 | 0 | 4 | Breeding |


| ID | Room | Group | # Animals | Account |
|-----------|------|----------|--------------------------------|---------------------|
| 100000819 | R162 | * Mice-C | <input type="text" value="3"/> | * EXAMPLE123456-G00 |
| 100000820 | R162 | * Mice-C | <input type="text" value="2"/> | * EXAMPLE123456-G00 |
| 100000821 | R162 | * Mice-D | <input type="text" value="3"/> | * EXAMPLE123456-G00 |
| 100000822 | R162 | * Mice-E | <input type="text" value="3"/> | * EXAMPLE123456-G00 |
| 100000823 | R162 | * Mice-E | <input type="text" value="4"/> | * EXAMPLE123456-G00 |

2. Comments:

Cage 100000819 contains ear tag IDs 6001, 6002, and 6003.
 Cage 100000820 contains ear tag IDs 6004 and 6005.
 Cage 100000821 contains ear tag IDs 6006, 6007, and 6008.
 Cage 100000822 contains ear tag IDs 6009, 6010, and 6011.
 Cage 100000823 contains ear tag IDs 6012, 6013, 6014, and 6015.

Date reflects the date most of your weaning and culling occurred.

"New Births" apply to any pup used in experiments, weaned, or culled. Enter the correct number of animals into the **New Weaned** and **New Culled** columns. The **New Births** field will calculate and fill automatically. *Animals should be entered in the pain category they will be used.*

Select cards to activate: You can manually type in each cage barcode, or click the  button to select from a list of available cage cards.

- Filter by Status "**breeding**" for cage card barcodes for **new cages** containing no animals.
- Filter by Status "**active**" for cage card barcodes for **existing cages** already housing animals..

Check all that apply, and press the **OK** button to display selected cage(s).

For new cage barcodes, the default value for **# Animals** field is 4; correct to 0. If you selected an existing cage barcode, the default value is the # animals currently in the cage. In this example:

- 5 category C mice** are separated into **2 new cages** (barcodes 100000819 and 100000820).
- 3 category D mice** are separated into **1 new cage** (barcode 100000821).
- 7 category E mice** are separated into **2 new cages** (barcodes 100000822 and 100000823).

Comments entered here can be viewed in your protocol's **History** tab in RAP AOPS. When finished, press the **OK** button to update breeding information.

5. Common Questions

1. What is the difference between a breeding card, active card, and deactivated card?

A **breeding** card is a not yet activated cage card provided by LAMS in your room's Weaning Packet. Researchers are responsible for activating cage cards in RAP AOPS after separating/weaning animals. An **active** card belongs to an existing cage that has animals housed in it, has an activated barcode, and is being included on the census/per diem records. After terminal/end of study procedures result in an empty cage (no animals), the active card is dated by the researcher and submitted to LAMS for deactivation. A **deactivated** card barcode does not generate new census/per diem records.



Empty cage
(Breeding card)



Existing housing cage
(Active card)



Terminal/end of study empty cage
(Deactivated card)

2. How do I order and obtain new cage cards?

To order new cage cards, login to the RAP website and submit a Service Request for **Husbandry Services**. Select the **Other Services** checkbox to generate a textbox: here you will provide the Room Number and Cage Type (e.g. SMI, PIV, PIV-H2O, Conventional). As you continue through the Service Request form, there will also be an area asking for confirmation of the responsible party. Select **Vivarium Staff** and be sure to provide the correct account for per diems in the **Service Account** field.

Once cage cards are ordered, LAMS will generate new breeding cards for use and place them within weaning packets found within LAMS facility housing rooms. **Cage cards generated by LAMS are PI/protocol/account specific, so it is important to always use cards from the correct packet.**