

COMPARATIVE MEDICINE
LABORATORY ANIMAL FACILITIES

STANDARD OPERATING PROCEDURES
FOR
ANIMAL REMOVAL CARDS

- 1.0 Purpose
This procedure details the use of animal removal cards and the white cage cards to ensure correct protocol use and per diem charges be maintained.
- 2.0 Scope
This procedure applies to both CMLAF and Principal Investigator personnel.
- 3.0 Procedure
 - 3.1 Blank animal removal cards are kept in all animal rooms and in the Laboratory Animal Facilities office, at all locations.
 - 3.2 The animal removal card must be filled out for all animals euthanized or found dead.
 - 3.3 White cage cards must accompany animal removal cards with date completed in lower right corner.
 - 3.4 On the ground, first and second floors of BEB, the completed cards should be left in the rooms. On the third floor BEB, the completed cards should be left on the supervisors' desk, which is in room 318E. In satellite locations, removal cards are collected by the area supervisor and sent to a veterinary technician at the main street campus.
 - 3.5 If animal removal cards are not completed, the floor supervisor will contact the appropriate personnel and have them complete the cards.
 - 3.6 The floor supervisor will collect all cards and submit to veterinary technicians at least weekly. Animal removal cards for animals euthanized for health reasons, or for animals found dead, will immediately be submitted to the veterinary technician.
 - 3.7 Supervisors will collect all white cage cards and submit to the Principal Account Clerk for prompt removal from the Granite system.
 - 3.8 The veterinary technicians will review protocols to assure proper drug, drug dosage and route for euthanizing were used according to the protocol. If proper drug or route was not used, the veterinarian should be notified.
 - 3.9 The animal removal card will then be attached to the animal's medical record. If the animal has no permanent medical record, the card will be filed by species and retained as medical records. (See SOP 2.C.3, part 3.10.)