

**REQUEST FOR CAGE CARDS**

Division of Laboratory Animal Resources (DLAR)

- Instructions:**
1. Complete Section A and all fields marked with an asterik (\*) for cage cards to be printed. **Incomplete or illegible forms will be returned for completion before processing.**
  2. Section B must be completed when pups are being weaned. When weaning, the number of mice being weaned must be given since an internal order must be placed to count the mice on the protocol. If females and males are to be identified specifically, please provide the necessary information.
  3. Section C is to be completed when separating mice into different cages.
  4. Section D must be signed by the PI or his/her designee.

**A. INVESTIGATOR INFORMATION**

\*DATE/TIME: \_\_\_\_\_ \*REQUESTED BY: \_\_\_\_\_

\*INVESTIGATOR: \_\_\_\_\_ \*CONTACT PHONE #: \_\_\_\_\_

\*PROTOCOL #: \_\_\_\_\_ \*EMAIL ADDRESS: \_\_\_\_\_

\*FUND CODE: \_\_\_\_\_ \*HOUSING LOCATION & ROOM #: \_\_\_\_\_

**B. CARDS FOR WEANING PUPS**

(Always request new cards, please do not re-use old cage cards.)  
(Please limit request f/cards to quantity to be used in a 1month period.)

**Weaning:** (New born pups being weaned and have not been counted on the protocol.)

\*SPECIES: \_\_\_\_\_ \* Total # of Animals: \_\_\_\_\_ \*# OF CARDS NEEDED: \_\_\_\_\_

DOB: \_\_\_\_\_ (Please note that DOB and STRAIN are required to have that info print on the card.)

**STRAIN:** \_\_\_\_\_

(Source for mice bred in-house will be Duke. Please identify the specific strain so that it may be recorded on the card. If not, PI or PI's staff must write the strain on each card as it is required by IACUC.)

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If you want cage cards to specify the sex of the animals in the cage, please fill in the blanks below.

# of Males: \_\_\_\_\_ # OF CARDS NEEDED: \_\_\_\_\_

# of Females: \_\_\_\_\_ # OF CARDS NEEDED: \_\_\_\_\_

(Total # of males + # of females must = total #)

**C. CARDS FOR SEPARATING ANIMALS**

(Always request cards for new cages, please do not re-use old cage cards.)  
(Please limit request f/cards to quantity to be used in a 1month period.)

**Separating:** (Animals that have already been received and counted on protocol. They are being separated/rearranged into diff cages for various reasons. Cards are requested for **new** cages only.)

\*SPECIES: \_\_\_\_\_ \*# OF CARDS NEEDED: \_\_\_\_\_

\*CAGE CARD #'S \_\_\_\_\_

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If you want cage cards to specify the sex of the animals in the cage, please fill in the blanks below.

# of Male cards needed: \_\_\_\_\_

# of Female cards needed: \_\_\_\_\_

**D. \* PRINCIPAL INVESTIGATOR'S SIGNATURE or DESIGNEE:** \_\_\_\_\_

(Your signature indicates that you are responsible for the use of these animals, as well as associated costs.)

**E.**

**FOR DLAR USE ONLY**

\*Date Completed: \_\_\_\_\_ \*Requisition #: \_\_\_\_\_

\*Received: \_\_\_\_\_ \*Reconciled: \_\_\_\_\_

\*Cage Card #'s: \_\_\_\_\_

(Note: For weaned pups, order must be placed, received and reconciled. For separation of animals, new cage cards will be created from existing order already received.)

**Fax forms to 684-8578. Cage cards will be available in 48 hours.  
If you have questions, call 684-4017.**

\*\*\*\*\*FOR CAGE CARDS ONLY\*\*\*\*\*