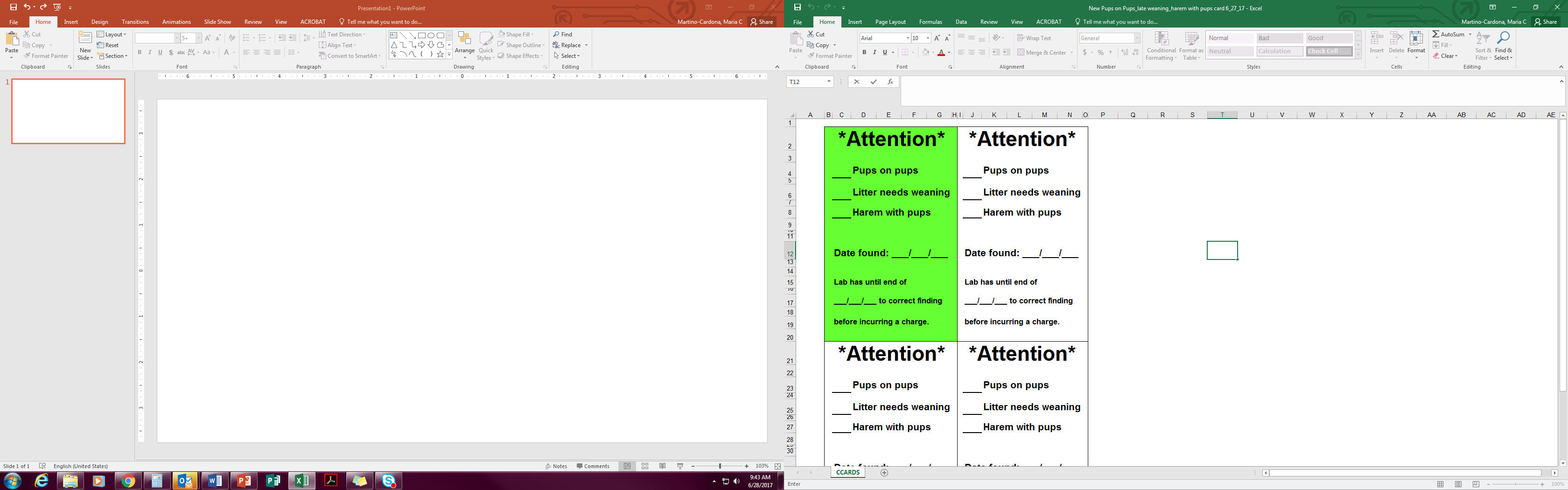
**New Rodent Special Task Charges**

**Reminders:**

* **Handling of rodent breeding cages by OAR, including weaning, tailing, ear notching for genetic material and separation of mis-sexed cages that result in pregnancy, incurs a $25 fee for service starting 7/1/17.**
* **OAR does not set-up breeder pairs or harems in colony rooms**
* **Managing rodent breeding cages within rodent Importation Quarantine rooms:**
* **Breeder cage setup per investigator instructions will incur an hourly charge**
* **Weaning, tailing, ear notching for genetic material and separating harems will be charged at the $5/cage fee**

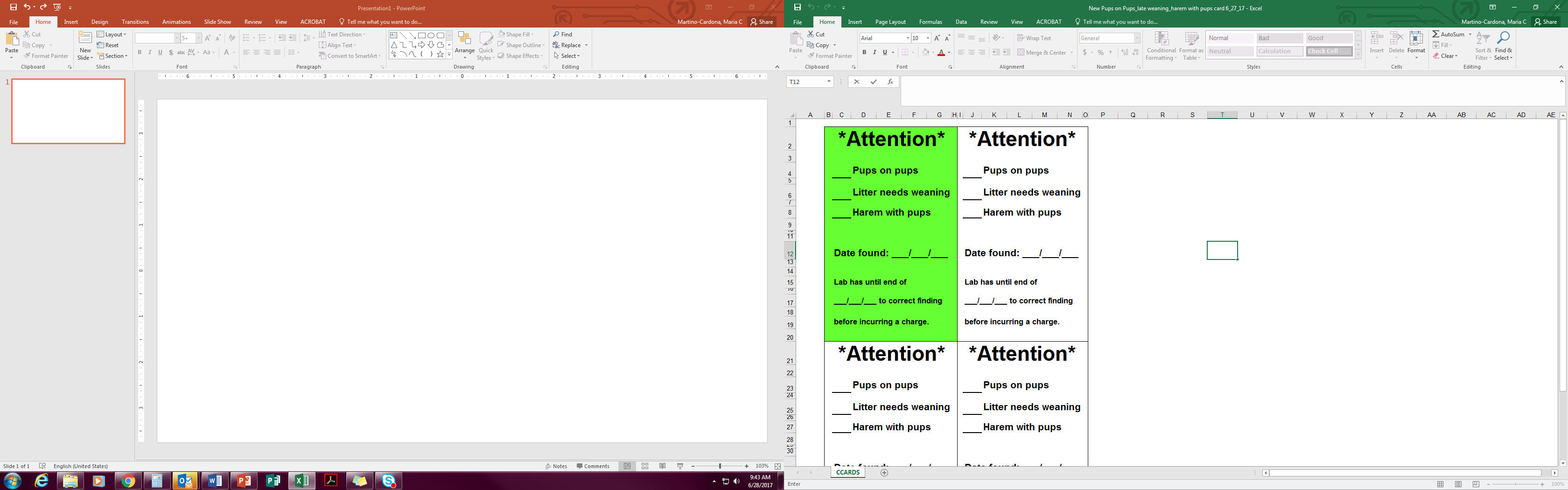
**New \*Attention\* breeder card: Working with pups on pups, late weaning and harems with pups**

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**Pups on pups (P) $25** fee per cage

* When OAR finds two litters in a breeder cage, OAR will place a bright green \*Attention\* Breeder card with “Pups on pups” marked, stating that two litters of pups were found in the cage
  + Card will detail:
    - Pups on pups; date found (written by OAR husbandry staff on the date it was found); printed note stating “ *Lab has until end of DATE to correct finding before incurring a charge*”
      * DATE is one day after the two litters were identified by OAR staff

Example: Mice



**27**

**17**

**3**

3

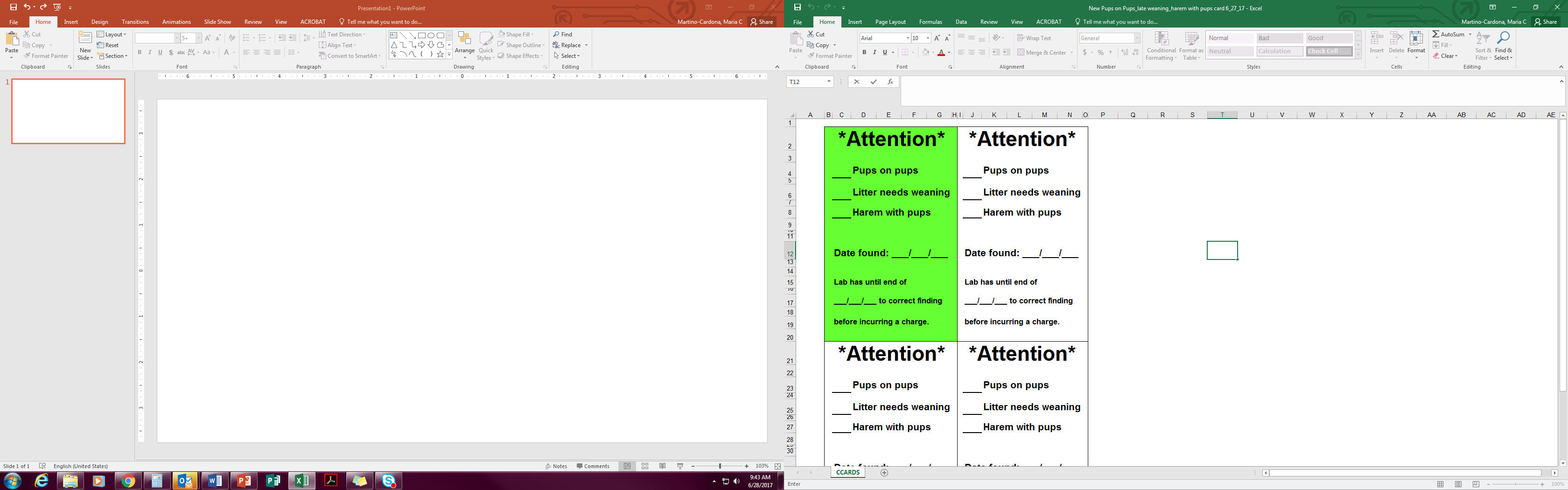
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17

* 1 female, 1 male, 2 litters found on Monday 3/27/2017
* If pups on pups has not been corrected by the end of the day on Tuesday 3/28/17, OAR husbandry staff will wean the litter on Wednesday **3/29/17** when they are working in the room and the lab will incur a charge
* Charge includes: writing cage cards, setting-up new cages, weaning
* Please note that there can be exceptions:
  + *Small weanlings with an illness/injury report* – a member of the vet staff has identified that more than one pup from different litters may remain in the cage with the dam (illness/injury report orange card present on the cage)
  + *Lab has IACUC approval* - an IACUC exemption has been approved for housing more than one litter in a cage. Special labeling (yellow informational card) must be present and confirmation by reviewing the IACUC-approved Animal Protocol must be obtained

**Weaning (W) $25** fee per breeder cage weaned

* Charge applies to each breeder cage from which mice are weaned
  + Includes breeding colonies managed by OAR and Late weaning
* Charge includes: writing cage cards, setting-up new cages, weaning
* **Late weaning**: OAR will wean non-OAR managed breeding cages when pups are at least 25 days of age or older:
  + When OAR notices a litter that is at least 23 days of age
    - OAR will place a bright green \*Attention\* Breeder card with “Litter needs weaning” marked
  + Card will detail:
    - Litter needs weaning; Date found (written by OAR husbandry staff on the date it was found); printed note stating *“Lab has until end of DATE to correct finding before incurring a charge”*
      * Date is one day after the 23 day or older pups were noticed



**10**

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**5**

5

11

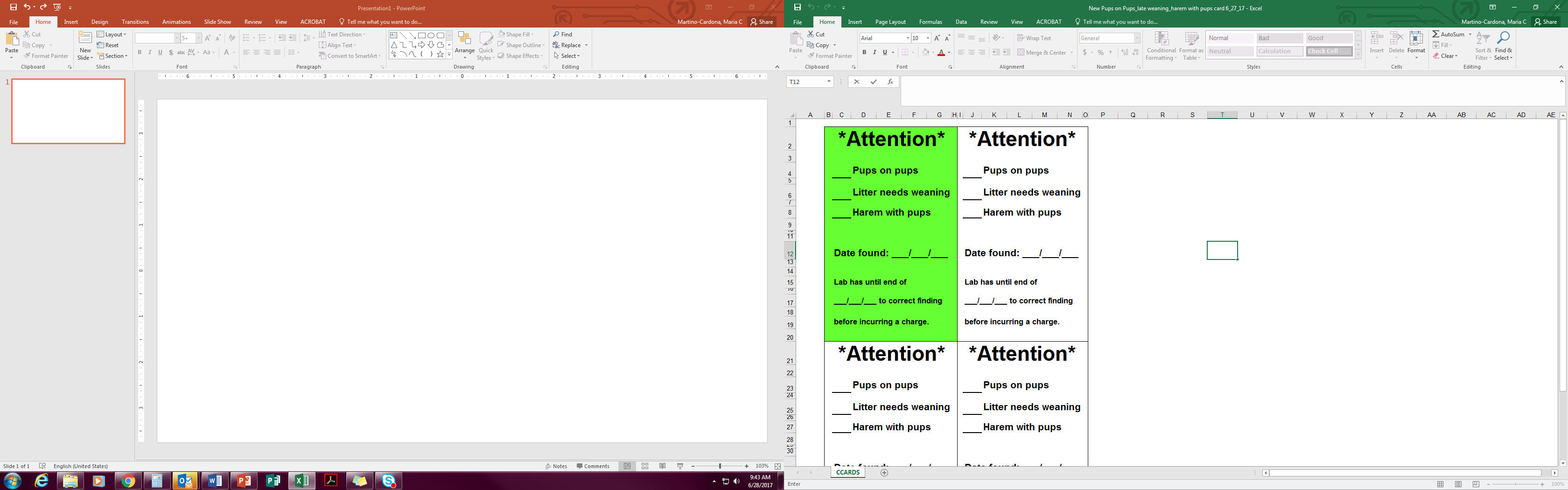
17

Example:

* + - 1 female, 1 male, 1 litters found on Wednesday 5/10/2017
* If the weanlings have not been weaned by the end of the day on Thursday 5/11/17, OAR husbandry staff will wean the litter on Friday **5/12/17** when they are working in the room and the lab will incur a charge

**Divide Harem Cage (D) $25** fee per cage

* OAR will separate harems only when a dam has given birth and the cage is non-compliant with space requirements
* Charge includes: creation of new cage cards, separating animals
* OAR will separate a harem cage at least 24 hours after the litter was first noticed
  + When OAR notices a harem breeder cage that has given birth
    - OAR will place a bright green \*Attention\* Breeder card with “Harem with pups” marked, stating that the dam and pups needs to be separated within the next day
  + Card will detail:
    - Harem with pups; date found (written by OAR husbandry staff on the date it was found); printed note stating *“Lab has until end of DATE to correct finding before incurring a charge”*
      * Date is one day after the harem cage with pups was noticed



**20**

**17**

**6**

6

21

17

Example:

* + - 2 female, 1 male, 1 litter found on Tuesday 6/20/17
* If the pregnant female and the dam have not been separated by the end of the day on Wednesday 6/20/17, OAR husbandry staff will divide the harem cage on Thursday **6/21/17** when they are working in the room and the lab will incur a charge
* Examples of harem breeding schemes and how OAR will separate them if needed:
  + 2 females, 1 litter
    - This is acceptable housing density
    - If the second female gives birth, the females and the litters need to be separated
  + 2 females, 1 male, 1 litter
    - Separate the female with the litter
    - Leave the male with the second female
  + 3 females, 1 male, 1 litter
    - Separate the female with the litter
    - Leave the male with the 2 other females

**Tail/ID (T) $25** fee per cage

* OAR husbandry staff will tail mice as requested by investigators up to 24 days of age
* Charge includes: writing on cage cards, materials, labeling tubes, sample collection, ear notching, completing the tailing log
* Tailing request for mice over 24 days of age must be forwarded to the OAR vet staff for assistance
  + The Animal Protocol needs to be reviewed for post-weaning approval
  + Analgesia must be provided

**Ear notch for genetic material (EG) $25** fee per cage

* OAR husbandry staff will ear notch and collect the tissue material as requested by investigators
* Charge includes: writing on cage cards, materials, labeling tubes, ear notching, sample collection, completing the tailing log

**Treatment (TX) $5** fee per cage

* Charge applies for every cage handled by OAR to apply a treatment
* Treatments are designated with blue treatment cards (marked OAR is treating)
* Charge includes: medication, application of the medication, documentation on the blue treatment card
* Examples of treatments include: gruel, Essential 6 topical treatment, SSD cream, triple antibiotic ophthalmic ointment

**Euthanasia (E) $5** fee per cage

* OAR will euthanize mice and rats as requested by lab staff
* Lab must label cages with a beige euthanasia card and a request slip must be present
  + The request slip must match the number of cages requested for euthanasia, animal protocol, account
* Charge also applies to email requests sent to the vet staff for of orange carded cages
* Charge includes: euthanasia and removal of animals, completion of cage removal slip, breakdown of caging, placement of animals in the carcass cooler

**Malocclusion trim (M) $5** fee per cage

* OAR will clip incisors in mice or rats as needed if they are long and mal-aligned (malocclusion)
* OAR will check teeth on these animals weekly to determine if the teeth need to be clipped
* A charge will be incurred every time the cage is assessed, regardless if the teeth are clipped or not
* *First incisor clip will not be charged.* The lab will be given up to 7 days to evaluate the cage and determine if they will keep the animal
* Charge includes: checking teeth, clipping teeth if necessary, writing on treatment card

**Special Feed (F) $5** fee per cage

* Feeding OAR standard diets does not incur a charge
* OAR Standard diets: *7913*, *7904* (breeder diet), *2920X* (phytoestrogen free) and *2919* (phytoestrogen free breeder diet)
* Special diets are designated by a yellow information cage tag
* OAR will charge a lab when the lab requests OAR assistance with managing the feeding of the special diet
* Charge includes: Procuring and returning special diet from the feed cooler

**Extra cage change (C) $5** fee per cage

* This charge is incurred when cages become soiled (ex: wet bedding from urine) at a higher rate than normal due to an experimental procedure or unique animal model (ex: diabetic mice, mice on a high salt diet)
* Charge includes: performing an additional cage change (bottom’s only)

**Change or place water bottles (B) $5** fee per cage

* This charge applies only to rodents, such as when a lab requests that OAR places water bottles for a cage transfer (ex: transfer of rats to locations without automatic watering) or when OAR is hired to replace water bottles every 7 days (ex: rodents on a water bottle row)
* Charge also applies if OAR is responsible for placing or changing water bottles in specialty housing rooms (ex: room with metabolic cages, cubicles)
* Charge includes: placing wire top that accommodates water bottles and transferring feed. It also includes changing water bottles for clean ones every 7 days

**Write new card (X) $5** fee per cage

* This charge is incurred when an investigator staff does not properly fill-out cage cards and OAR has to complete the task
  + Ex: missing animal numbers, animal protocol/account information, strain
* Facility supervisors will contact the lab staff to inform them of the cage cards that require additional information
  + If the task is not performed within the next full work day, OAR will transcribe the cage card and charge the lab
* If a cage card is soiled (ex: ferrets), the facility supervisor will inform the lab staff by email of the request to replace the cage card
  + If the task is not performed within the next full work day, OAR will transcribe the cage card and charge the lab

**Handle breeder hut (H) $5** fee per cage

* When a lab utilizes huts to maximize breeding or as added enrichment, OAR will charge a fee to transfer or place a new breeder hut in a clean cage during routine cage changing procedures.
* Charge includes: transferring the breeder hut, replacing breeder hut

**Single housing (S) $5** fee per cage

* This charge is applied when a lab requests that rodents be singly housed on arrival for experimental needs (as stated on the order recap)
* Charge includes: setting-up individual cages for each animal

**Ear notching only (N) $5** fee per cage

* This charge is used when a PI request that OAR ear notch animals for identification without requesting material for genetic analysis
* Charge includes: ear notching mice, sanitation of ear notch tool

**Separate Aggressive mice (AM) $5** fee per cage

* This charge is applied when aggressive mice are separated into smaller group cohorts by OAR to prevent further aggression
* Charge includes: setting-up additional cages for the animals that were separated, generation of cage cards

**ABSL3 cage set-up (A3) $5** fee per cage

* This charge is applied when a lab request that animals be placed in ABSL3 caging
* Charge includes: setting-up cages with a feeder top to accommodate the water bottle, transferring feed, placement of mice in corncob bedding (if applicable), draping mice for pick-up

**Mis-sexed cage (MX) $25** fee per cage

* This charge is applied when a lab incorrectly sexes mice and this results in unwanted pregnancy or litters
* Charge includes: separation of pregnant female, setting-up breeder cage and breeder cage card

**Special bedding (SB) $5** fee per cage

* Housing rodents on OAR standard bedding (paper enriched bedding) does not incur a charge
* This charge is applied when a lab utilizes non-standard bedding in rodent caging based on research needs (ex: corncob bedding)
* Charge includes: Procuring the non-standard type of bedding for a cage change