Introduction
Federal regulations and our accrediting agency (AAALAC) require the Office of Laboratory Animals Resources (OLAR) to report UC Denver animal usage to them and to ensure that animals are counted against current IACUC approved protocols. OLAR determines animal usage at UC Denver through the animal ordering system that records the number of animals received and housed against investigator protocols. Federal regulations, accreditation guidelines and UC Denver policy prohibit cage overcrowding. Overcrowding is a threat to the health and well-being of the animals. A cage is overcrowded when the number allowed per cage, or the weight of the animals in the cage, exceeds those allowed by law or presents a health risk to the animals.

Policy Statement
OLAR must include the number of weanlings from breeding colonies as animals used against protocols and prevent cage overcrowding. In order for OLAR to accurately record animals against animal care and use protocols and ensure appropriate cage capacity, the following policy is in effect.

Principal Investigators and laboratory personnel must request cage cards for weanlings and animal separations by completing a Cage Card Request Form on the day of the activity.

Procedures
1) The Cage Card Request forms are available in both the RC1 and R2 vivarium housing rooms.
2) Animals not covered on active valid protocols will be dealt with immediately. Regulations indicate that there is no grace period. Under no circumstances will the IACUC be able to grant a waiver to this policy.
3) Laboratory personnel must submit the white copy of the Cage Card Request form by placing it in the appropriate box outside of the main facility office or by the facility freight elevator.
4) Laboratory personnel will fully complete and place a green Temporary ID card on each newly created weanling cage. The yellow or pink copy of the Cage Card Request form is placed behind one of the cards. The Temporary ID cards can be found in each animal room. Additional Temporary ID cards are available in the main vivarium offices upon request.
5) OLAR personnel will print requested cage cards twice per day. Cage Card Request forms turned in after 8 AM will be completed by 4 PM the same day. Cage Card Request forms turned in after 2 PM will be completed the next business day by 10 AM. Laboratory staff may pick up the printed cage cards from the cage card files outside of the main offices in both animal facilities. PIs or laboratory staff will remove the yellow or pink copy of the Cage Card Request form and green Temporary ID cards when they place the printed cage cards on the cages.
6) The Cage Card Request becomes an animal order so that the number of weanlings can be charged against the appropriate protocol. The order appears on the monthly Notice of Fund Transfers without costs except for the animal disposal charge.
7) OLAR staff will start census on the same day the cage cards are printed.
8) OLAR staff will stop census effective the same day when the cage cards are turned in before 4:00 PM with the following exception: If cage cards are turned in on a Wednesday, the census will be stopped as soon as the audit is complete. For cage cards turned in after 4:00PM, they will be deactivated the next business day or upon the completion of the Audit.
9) OLAR staff will place cage cards on temporarily identified cages if not completed by laboratory staff within two working days. OLAR staff will submit a Cage Card Request form and place cards on cages without green Temporary ID cards. OLAR will charge $5 per cage to create and/or place cage cards on cages. OLAR will increase the charge to $10 per cage card for laboratories that habitually fail to order or replace green temporary cage cards.
Procedures for Implementation of Actions When Authorized Animal Number Use is Exceeded

1) If the number of animals authorized by the IACUC for a protocol is exceeded when weaning occurs, then the weaned animals are not covered by a valid protocol. If the protocol is not valid, the Principal Investigator will not be able to further wean, breed or order animals. Animals not covered by a valid IACUC approved protocol will be moved and access to them will be denied to everyone associated with that protocol. The IACUC will determine whether this is an NIH reportable offence.

2) Animals will be housed and cared for by OLAR Staff and the investigator will be charged double per diems. An amendment to request authorization of additional animals must be submitted by the next IACUC submission deadline and/or the Investigator must respond to IACUC comments by that same deadline. If an amendment is not submitted, or comments are not responded to, within that established timeframe, the IACUC will make a determination on the disposition of the animals. Administrative determination on the disposition of animals will occur if approval timelines extend excessively.

3) As soon as a protocol amendment to increase the authorized number of animals, or a new protocol, is approved by the IACUC, access will be reinstated and cage cards must be placed on the cages as required above.

Per regulatory requirements, failure to comply with this policy may result in notification of your funding agency (e.g. NIH) and regulatory agencies (e.g. USDA) that your research has violated federal and/or local policies regarding the humane use of animals. This notification may affect continuous funding of your animal-related research. Further, depending on the violation, you may be required to take additional training and/or your privilege to conduct animal research at UC Denver might be temporarily suspended or even completely revoked.