Specialty Flag Information

1. **Do Not Disturb Flag** - Please ensure name and phone number is present so OLAR can contact you with questions.
   a. Every individual must be trained by OLAR staff and have signed a training agreement.
   b. When this is placed, OLAR staff will only enter the cage for floods, medical emergencies or when the rack is due to be changed.
   c. If the cage is not changed on the standard cage change cycle (14 days for mouse ventilated caging), then on the following day, OLAR staff will change and charge for this cage change.

2. **No wire or box feeder Flag**
   a. This indicates to OLAR staff, that this cage should not have a feeder.
   b. Many times this is due to an implant in the animal, but your protocol must state that animals will be fed on the floor as no feeder will be available.

3. **Diet Exemption Flag** - Please mark the box that applies and fill out all contact information so OLAR can contact you with questions.
   a. This flag indicates to OLAR that a non-standard diet will be fed or the animal will be fed exclusively by the lab.
      i. **Special diet fed by lab** - the lab is feeding a special diet to this cage on an ab libitum basis.
         a. If no feed is found, OLAR staff will attempt to contact the lab with the contact info provided on the flag. If no response, then standard feed will be given after 2 hours.
         b. If the animal does not appear bright, alert and responsive, veterinary staff may be involved and the cage entered immediately.
      ii. **Do not feed** - the feed is being withheld from the animal for a certain amount of time on that day.
         a. The exact date and time is required. If date/times are not present or outdated, OLAR staff will attempt to contact the lab with the contact info provided on the flag. If no response, then standard feed will be given after 2 hours.
      iii. **Feed intake study** - This indicates that the lab is monitoring the amount of daily feed given to the animal. The lab must be checking the animals daily to ensure the intake amount is properly given.
         a. This has also been referred to as a “restricted diet” study, as the lab is restricting the amount of feed given.
         b. OLAR should not take any action if the cage is found with no feed as the lab is entirely responsible for the feeding of this animal.
4. **Non-Standard Diet Flag** - This flag indicates that OLAR staff are responsible for giving a specialty diet to the cage.
   a. A box much be checked to indicate which diet is needed
   b. **2919 Extruded Breeder Chow** - has a higher protein and fat content for breeding animals and nursing mothers.
   c. **2918 Standard Chow** - is a Non-extruded Diet with similar protein and fat content as 2920x.
   d. **PI diet** - researchers purchase their own specialty feed but would like OLAR to feed it ab libitum.
      i. The diet must be supplied in the housing room, so the technicians have ability to feed when needed.
      ii. All diets expire within 6 months of manufacture date. Any deviations from that time frame, must have a letter from the manufacturer that stays with the feed at all times.

5. **Water Exemption Flag** - Please mark the box that applies and fill out all contact information so OLAR can contact you with questions.
   a. This flag indicates to OLAR that a non-standard water will be given or the animal will be watered exclusively by the lab.
      i. **Water intake study** - the lab is watering the cage with a special water.
         a. During OLAR cage change, many water bottles will leak and thus lose some water from the intake study.
         b. If exact amounts are important, a Do Not Disturb flag is required and the lab staff must change their own cages (see above for Do Not Disturb flag).
         c. This has also been referred to as a “restricted water” study as the lab is restricting the amount of water given.
         d. OLAR should not take any action if the cage is found without water, as the lab is entirely responsible for the watering of this animal.
      ii. **Do not Water** - The water is being withheld from the animal for a certain amount of time on that day.
         a. The exact date and time is required. If date/times are not present or outdated, OLAR staff will attempt to contact the lab with the contact info provided. If no response, then a water valve will be placed after 2 hours.
      iii. **Special Water** - The lab is providing water to this animal on an ab libitum basis.
         a. If no water is found, OLAR staff will attempt to contact the lab with the contact info provided. If no response, then a water valve will be given after 2 hours.
         b. If animal does not appear bright, alert and responsive, veterinary staff may be involved and the cage entered immediately.

6. **Water Valve Removed Flag**
   a. On rack 1 (first rack on the left), Columns A and B have no water valves present.
   b. There are signs indicating this on rack 1.
   c. If you have a cage somewhere else in the room that was on a water bottle and the animal was taken to the lab, there is no water valve present on that spot, then a water valve removed flag must be placed.
   d. It is preferred that all water bottle studies occur on rack 1 but if they occur elsewhere in the room, this flag MUST be placed.