

Filling out a Color-Coded Cage Card

Standard Operating Procedure

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Revision #: 02

All live animals that receive radioactive materials and are then returned to an animal care facility **must** be properly identified using color-coded cage cards (cage cards). The cage cards identify the authorized user/investigator's name, radionuclide used, activity (μCi or mCi) administered, and date of administration.

The cage cards are pre-printed cage and are available only from Unit for Laboratory Animal Medicine (ULAM) Area Supervisors. They **must** be returned to ULAM when no longer in use. ULAM will forward the cards to Environment, Health & Safety, Radiation Safety Services for records maintenance.

CAUTION: Cage cards **must** remain on the cage until the cage and cage contents have been decontaminated and confirmed to no longer contain radioactive material.

Who Completes the Cage Cards?

- Side One: Authorized User
- Side Two: ULAM staff

Procedure: Completing Side One

1. Fill in the information for the following fields:
 - RSS Card No.
 - Contact Person
 - Phone
 - User's Name
 - Animal ID (or species)
 - Animals/cage
 - Location
 - Radionuclide(s)
 - $\mu\text{Ci}/\text{Animal}$ (When only one animal is housed in cage or pen)
 - $\mu\text{Ci}/\text{Cage}$ or Pen (When two or more animals are housed together)
 - Date Administered
 - Start Animal Care on
 - End Animal Care on
2. In the **Will animal(s) be sacrificed at end of this animal care period?** field, state yes or no.
 - If YES, then then animal will be cared for until the animals have been removed, but the cage will **not** be cleaned.
 - If NO, in the If "No," designate future animal care requirements field specify whether the animal will be used for another protocol.
 - If YES, then specify the next protocol to be used AND complete the appropriate color-cage card.
 - If NO, then routine animal care and cage cleaning will be performed as scheduled.
3. Is the cage card green?
 - If YES, then routine animal care, cage manipulation, and cage cleaning will be performed.
 - If NO, go to "Completing side two" in this procedure.
4. Return the cage card to ULAM.

Procedure: Completing Side Two

1. In the **Approved Authorized User** field, write the authorize user's name.
NOTE: Do **not** use the contact person's name.
2. In the **Radionuclide** field, list all the radionuclides administered.
3. In the **T ½** field, list half-lives of all radionuclides administered.
NOTE: Be sure related information is in the same order as in the Radionuclide field on side two.
4. In the **Day** row, list the day of week for each consecutive day of care specified by the Start Animal Care and End Animal Care fields on Side one of the cage card.
5. In the **Date** row, list the date (month/day) for each consecutive day of care specified by the Start Animal Care and End Animal Care fields on Side one of the cage card.
6. In the **Estimated µCi/ Excreted** field, record estimate of maximum radioactivity that could be excreted each day on a per cage or per pen basis.
NOTE: Because each daily estimate is independent of the other estimates, the sum of the estimates often will be greater than the total administered activity.
7. Initial the cage card each day after cleaning the cage.