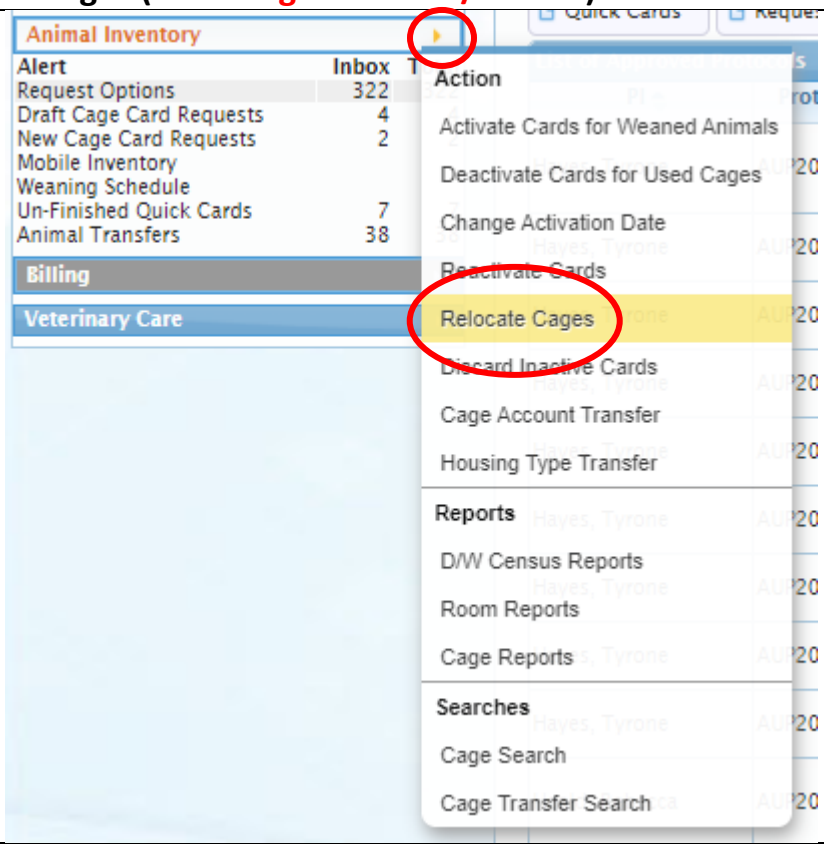
cayuse ANIMAL INVENTORY

OFFICE OF LABORATORY ANIMAL CARE BERKELEY

*How to:* **Complete an Animal Transfer**

| | | |
|---|---|---|
| 1 | Login to Cayuse | https://cal.esirius.cayuse.com/<br>**Practice site:** https://cal.stg-esirius.cayuse.com/ |
| **Census Coordinator** | | |
| 2 | Select ***Animal Census Coordinator*** Role | |
| **Relocate Cages (No change of PI and/or AUP)** | | |
| 3 | Select desired ***AUP***<br>&<br>Select ***Animal Inventory*** drop down menu<br>&<br>Select ***Relocate Cages*** |  |
| 4 | Fill out form using the information from the email request<br>• **Effective Date:** The day **after** transfer is scheduled to be completed<br>• **Card Status:** Active<br>• **Choose Option**: Relocate for Selected Room<br>• **Transfer From Room:** Choose | |

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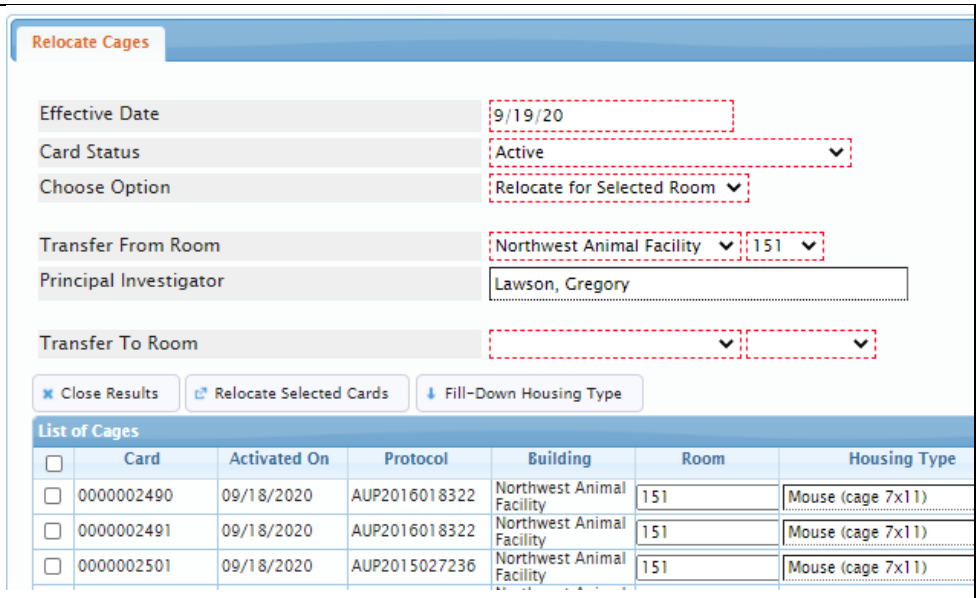
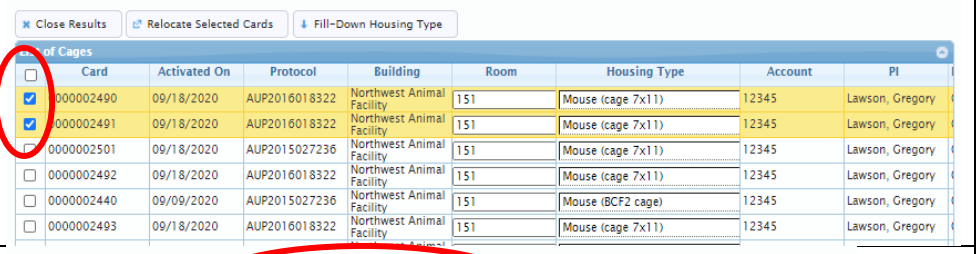
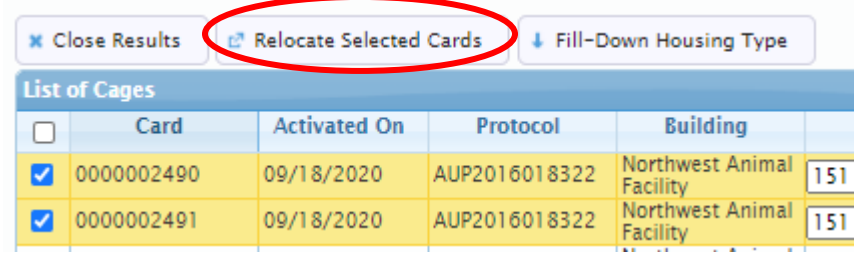
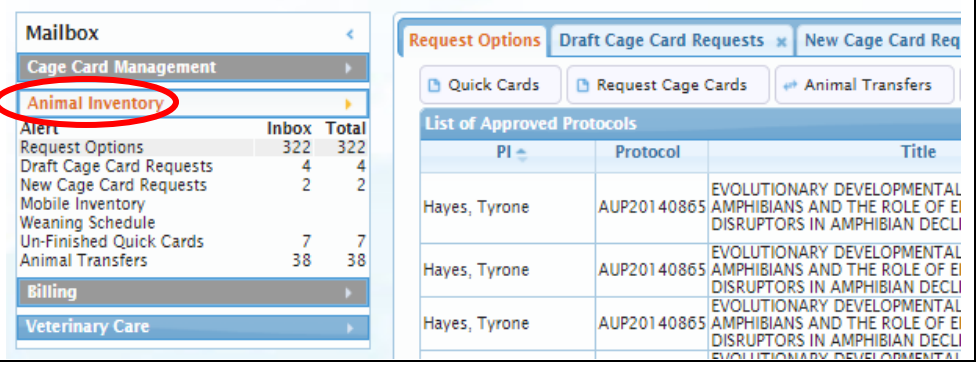
*How to:* **Complete an Animal Transfer**

| | | |
|---|---|---|
| | **current** animal housing building/room<br>• **Principal Investigator:** Type PI<br>• **Transfer To Room:** Choose **new** animal housing building/room |  |
| **5** | Select desired cage(s) from list (see email request for cage card ID) |  |
| **6** | ***Relocate Selected Cards***<br><br>Note: No new cage cards will be generated. |  |
| **Animal Transfer (Change of PI and/or AUP)** | | |
| **7** | |  |

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# How to: Complete an Animal Transfer

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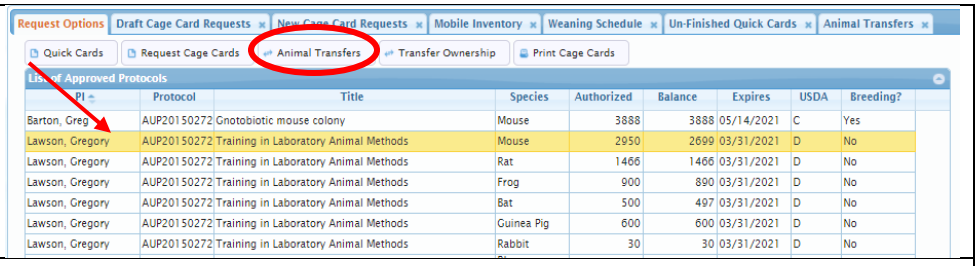
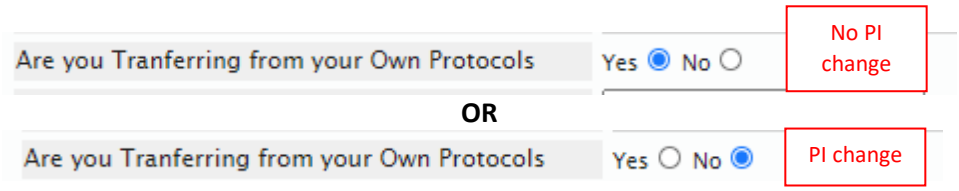
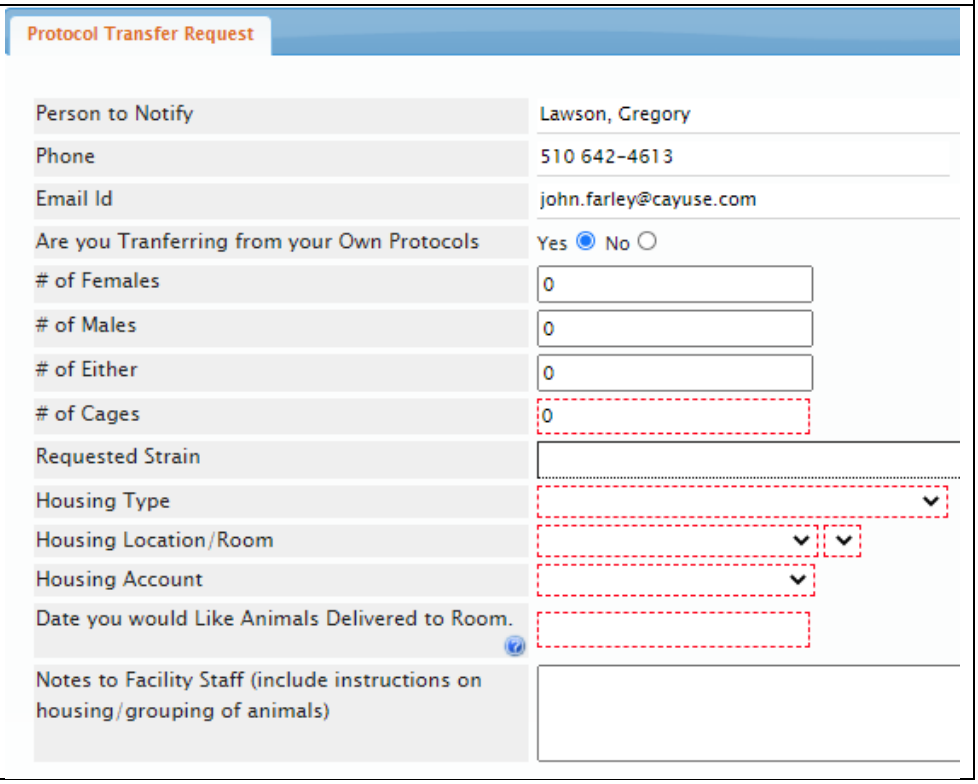
| **8** | Select the ***PI/Protocol*** for the requested transfer (the PI & protocol that the cage(s) are being transferred **to**)<br>&<br>Select ***Animal Transfers*** |  <br>PI / Protocol / Title / Species / Authorized / Balance / Expires / USDA / Breeding?<br>Barton, Greg AUP20150272 Gnotobiotic mouse colony Mouse 3888 3888 05/14/2021 C Yes<br>Lawson, Gregory AUP20150272 Training in Laboratory Animal Methods Mouse 2950 2699 03/31/2021 D No<br>Lawson, Gregory AUP20150272 Training in Laboratory Animal Methods Rat 1466 1466 03/31/2021 D No<br>Lawson, Gregory AUP20150272 Training in Laboratory Animal Methods Frog 900 890 03/31/2021 D No<br>Lawson, Gregory AUP20150272 Training in Laboratory Animal Methods Bat 500 497 03/31/2021 D No<br>Lawson, Gregory AUP20150272 Training in Laboratory Animal Methods Guinea Pig 600 600 03/31/2021 D No<br>Lawson, Gregory AUP20150272 Training in Laboratory Animal Methods Rabbit 30 30 03/31/2021 D No |
| **9** | Fill out Protocol Transfer Request form.<br><br>First, determine if request is Transferring from your Own Protocols (no PI change) |  |
| **9a** | **Transferring from your Own Protocols** (Same PI, changing AUP)<br><br>Fill out form<br>- Date you would like animals delivered to room: *Generally 3 business days after request date. No transfers on Tuesday's.* |  |

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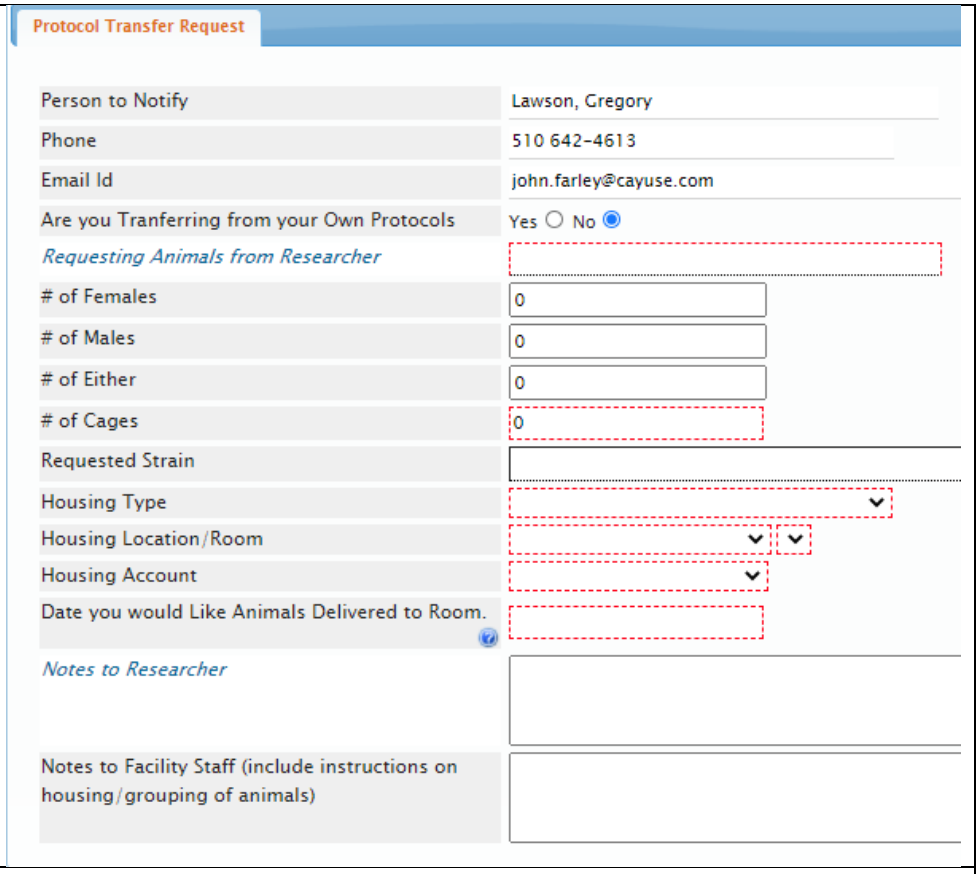
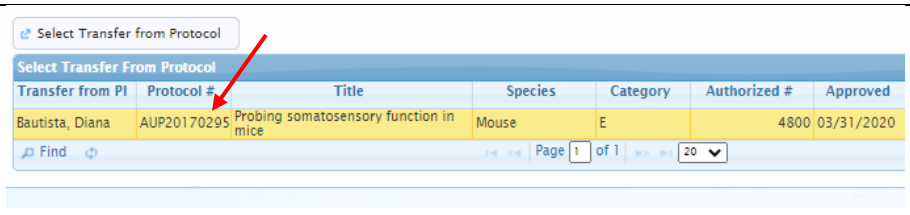
*How to:* **Complete an Animal Transfer**

| | | |
|---|---|---|
| **9b** | **Not Transferring from your Own Protocols** (PI & AUP change)<br>- Enter in the PI that the cage is coming from<br><br>Fill out form<br>Date you would like animals delivered to room: *Generally 3 business days after request date. No transfers on Tuesday's.* |  |
| **10** | **Save**<br>&<br>Review information<br>&<br>**Submit Request** | |
| **11** | Select the <u>PI & Protocol that the cage(s) are being transferred</u> **<u>from</u>**<br>&<br>***Select Transfer from Protocol*** |  |

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*How to:* **Complete an Animal Transfer**

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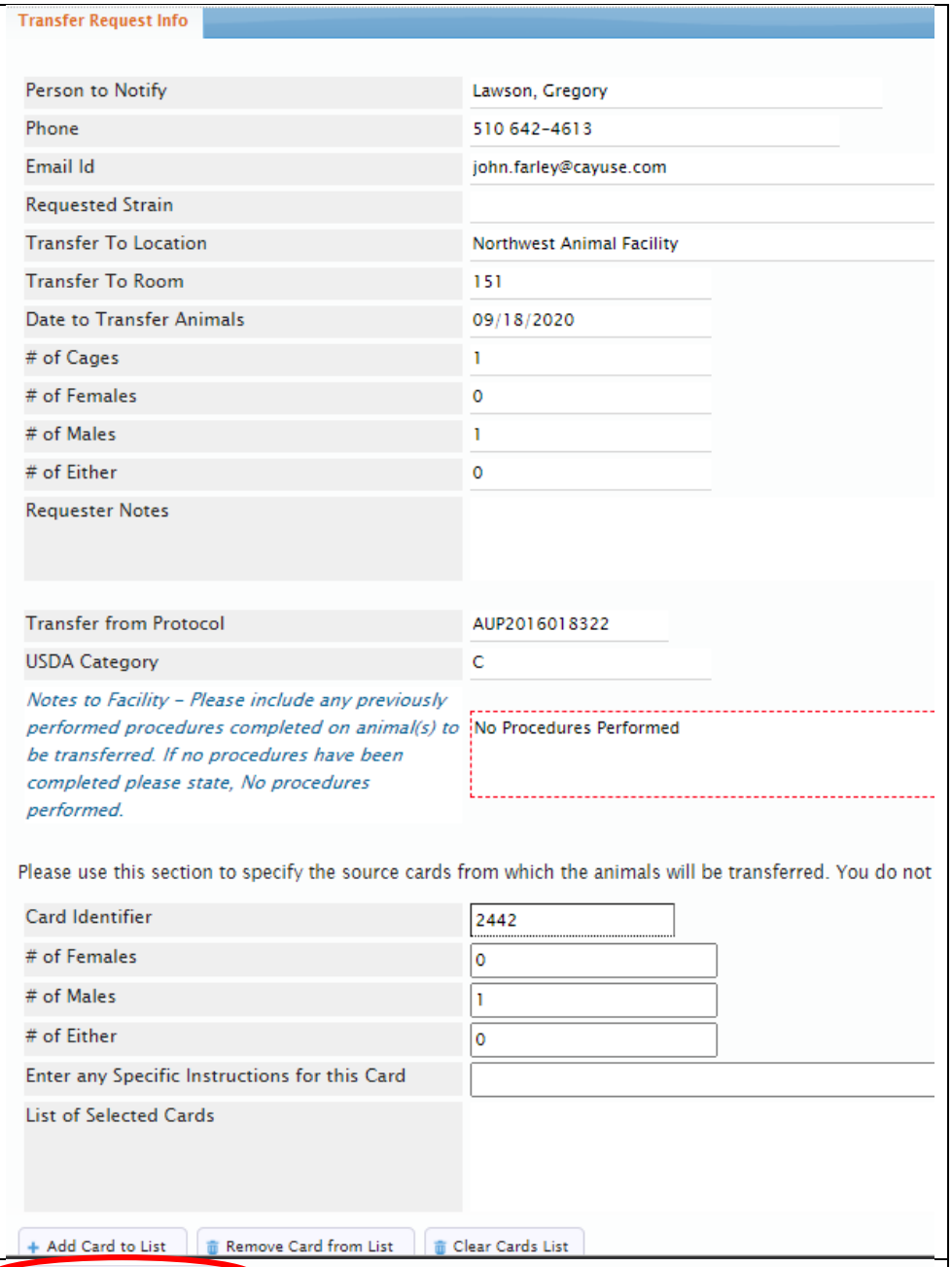
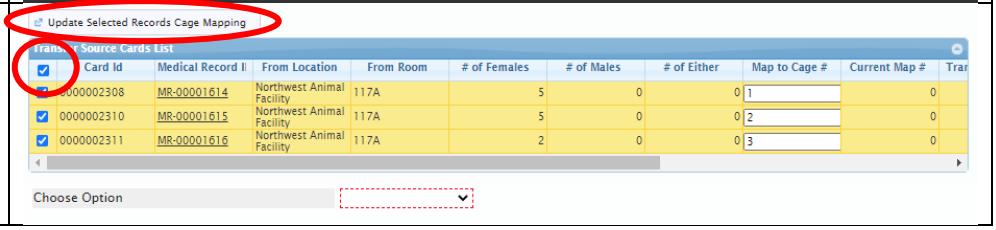
| **12** | Review Transfer Request Info<br>&<br>Enter in any previously performed procedures<br>&<br>Add ***Cage Card Identifier(s) and # of animals***<br>&<br>Select ***Add Card to List***<br>Repeat add cage cards until all are listed.<br>&<br>Submit Request |  |
| **13** | Update Selected Records for Cage Mapping by “checking” the boxes and Select ***Update Selected Records Cage Mapping*** |  |

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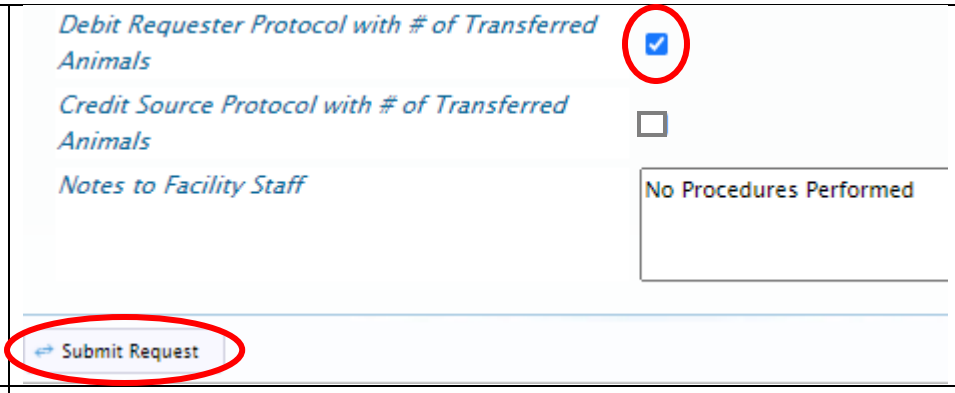
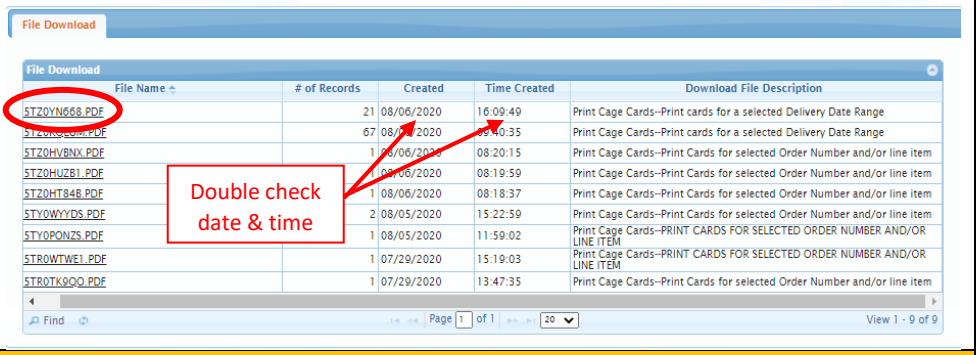
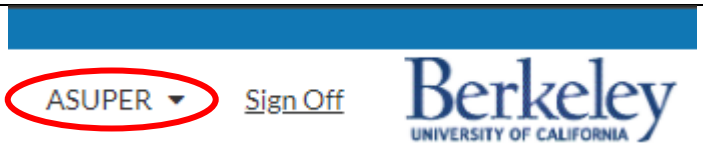
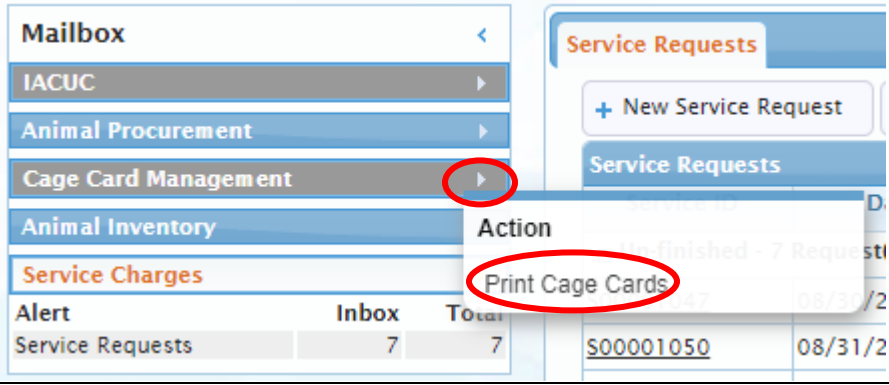
*How to:* **Complete an Animal Transfer**

| | | |
|---|---|---|
| **14** | Approve Request<br>- *Select **Debit Requester Protocol***<br><br>Add any notes to Facility Staff<br>&<br>Select ***Submit Request*** |  |
| **15** | Finish Request Info<br>- Verify or edit Housing Location<br>- Verify or edit Housing Type<br>&<br>Download new cage cards:<br>- Select ***Print Cards***<br>- Choose Card Layout<br>- Select ***Generate New Cards***<br>&<br>Select ***Finish Request*** | |
| **16** | Download cage cards, if applicable.<br><br>Select ***File Name*** from download list<br><br>Note: Check date and time to verify correct cards |  |
| **Census Coordinator** | | |
| **17** | Email facility PAT's (if transferring to different facility, include all PAT's) and CC: supervisor@berkeley.edu the following information:<br>• Date to transfer<br>• PI(s) | |

| | | |
|---|---|---|
| | • Building(s)<br>• Room(s) #<br>• Cage ID(s), and Animal numbers<br>• Barcode ID range of cage cards | |
| **Assistant Supervisor** | | |
| **18** | Check email daily for new transfers (they will be sent by Census Coordinator inbox) | |
| **19** | Print new cage cards using the barcode range sent in the transfer email (for AUP change only):<br><br>• If the transfer is going to a new facility, the original location personnel will print the new cage cards | |
| **19a** | |  |
| **19b** | &<br><br>Select ***Print Cage Cards*** |  |

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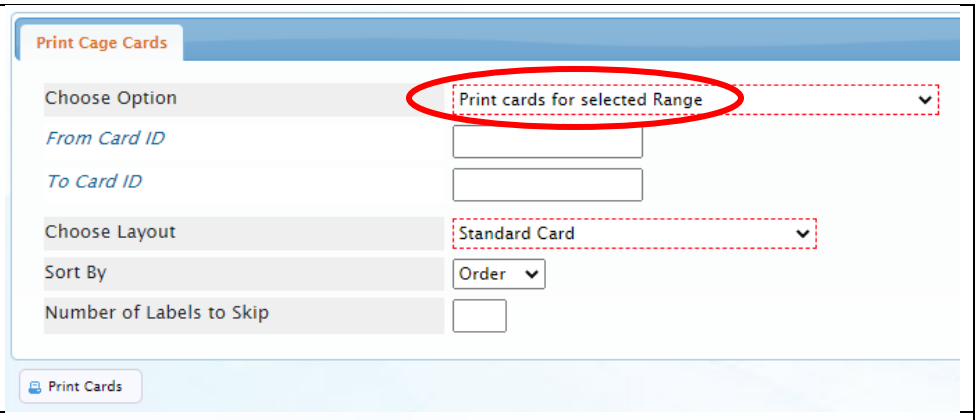
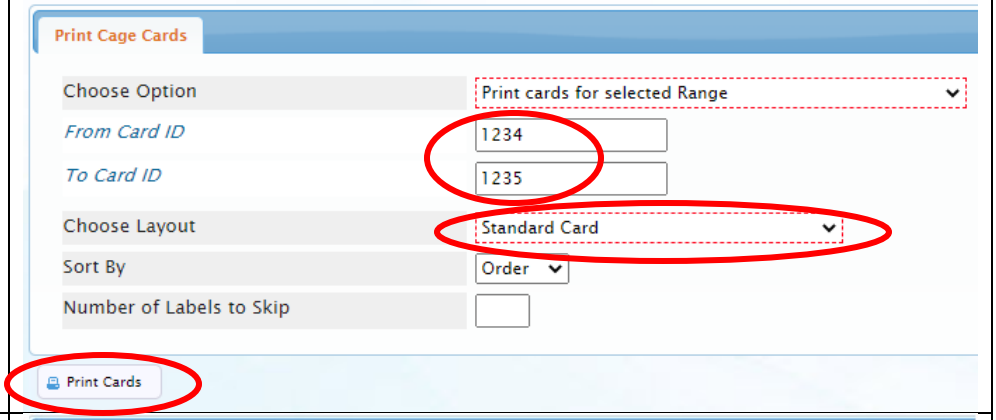
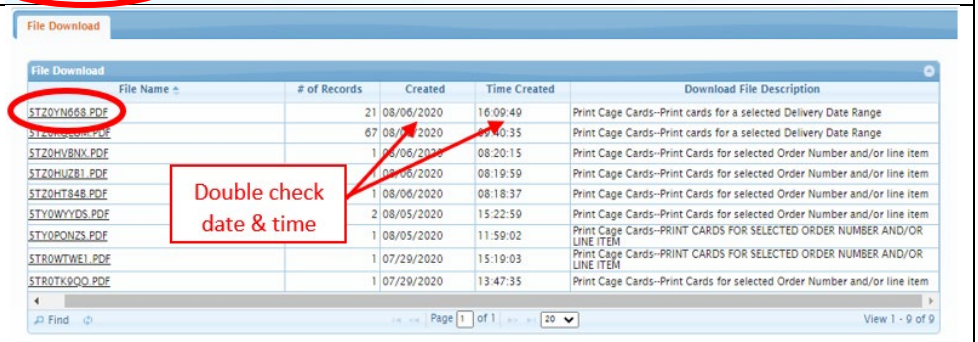
*How to:* **Complete an Animal Transfer**

| | | |
|---|---|---|
| **19c** | Choose Option from drop down menu: ***Print cards for selected range*** |  |
| **19d** | Type in card ID range (see transfer email for card ID numbers)<br><br>Select Layout: **Standard** (unless special instructions are given in transfer email)<br><br>Select ***Print Cards*** |  |
| **19e** | Select ***File Name*** from download list<br><br>Note: Check date and time to verify correct cards<br><br>Print Cage Cards |  |
| **20** | Locate transfer cages and verify the following before moving cages:<br>- Barcode numbers<br>- Cage totals<br>- Sex<br>- # of animals<br>- Room/Facility<br>- Special instructions<br>Make sure to transfer cages on the date they assigned in email! | |

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*How to:* ***Complete an Animal Transfer***

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| **21** | Physically transfer cage(s) & update caging, cage cards (if applicable)<br><br>Leave transfer sticky on front of cage card | |
| **21a** | Original facility (if AUP changes):<br>- Deactivate all old cage cards*<br>- Activate all new cage cards*<br><br>*email will specify if cards need to be deactivated/activated<br><br>New Facility:<br>- Place into new housing location after verifying new cards are on cage. | |

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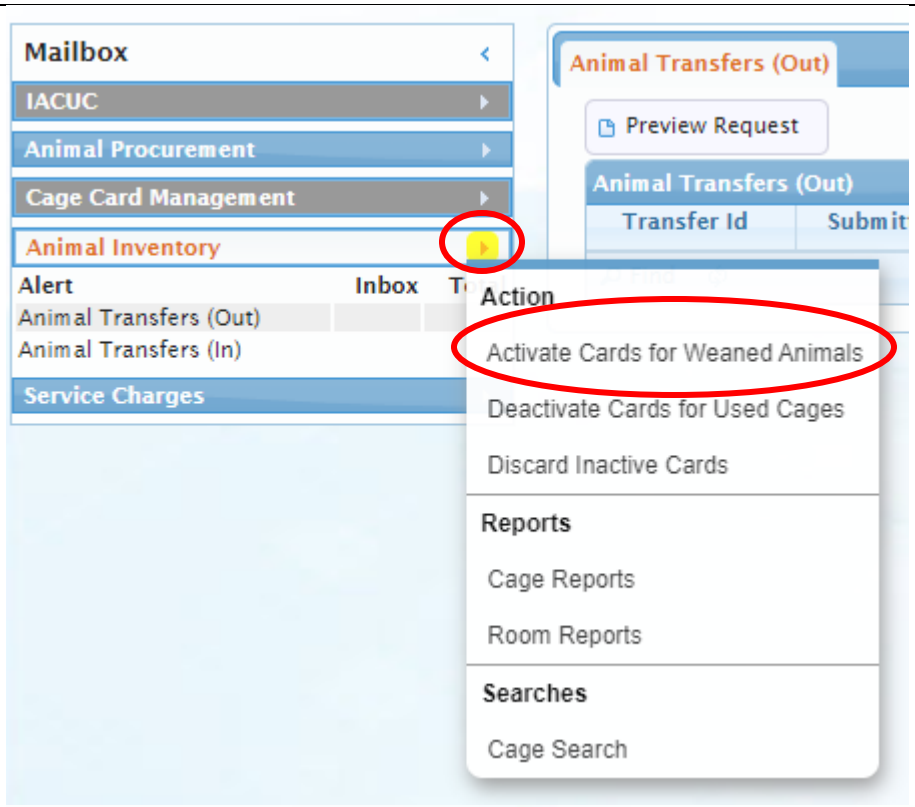
OFFICE OF LABORATORY ANIMAL CARE BERKELEY

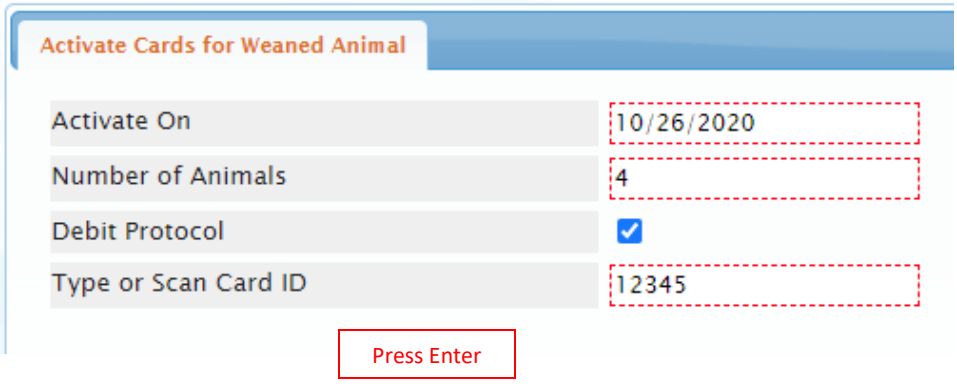
*How to:* ***Complete an Animal Transfer***

**21b**

**How to Activate cards:**

1. Select ***Animal Facility Supervisor*** Role
2. Select ***Animal Inventory*** & ***Activate Cards for Weaned Aniamls***
3. Enter real # of Animals, Select ***Debit Protocol*** and enter cage ID
4. Press enter
5. Note: Process must be repeated (steps 1-4) for each cage card.



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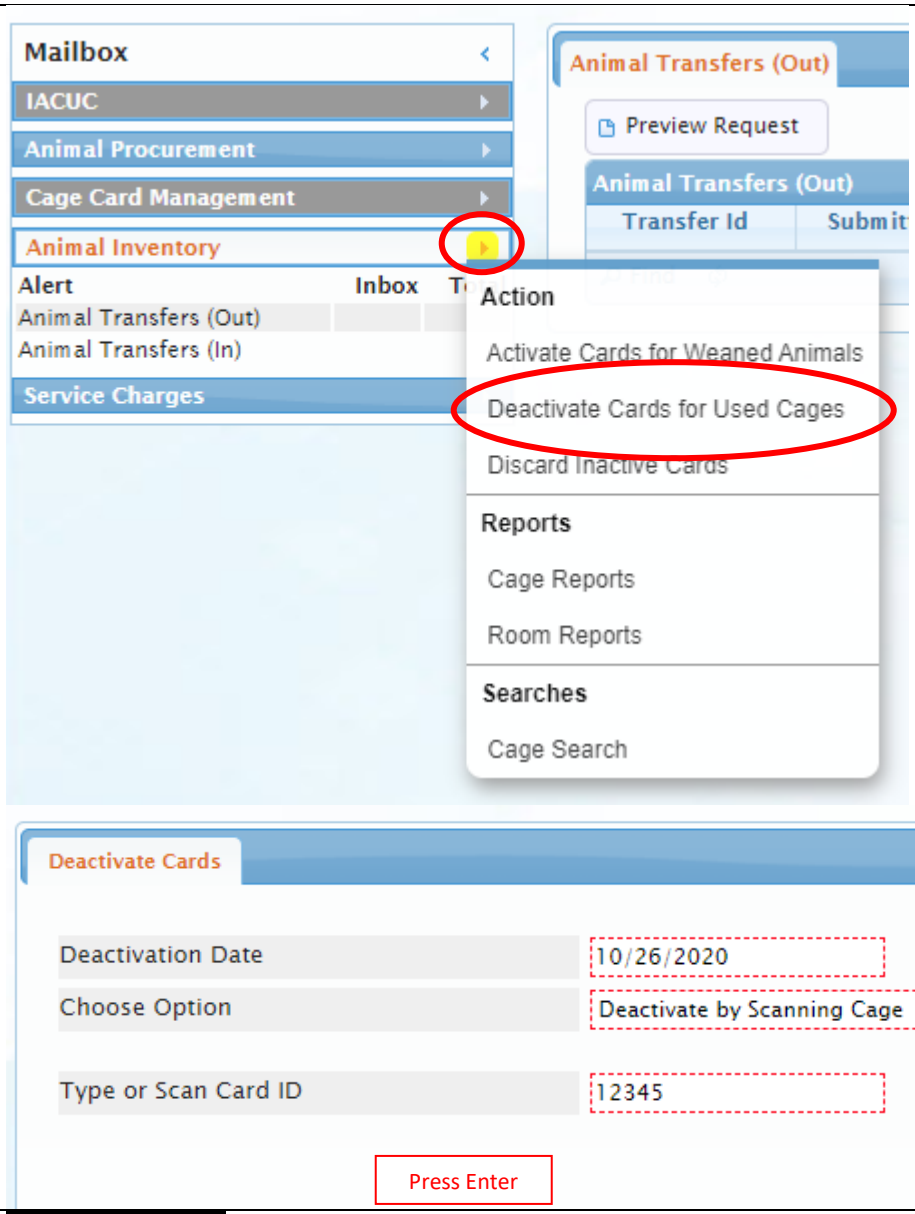
OFFICE OF LABORATORY ANIMAL CARE BERKELEY

*How to:* **Complete an Animal Transfer**

**21c**

**How to Deactivate cards:**

1. Select ***Animal Facility Supervisor*** Role
2. Select ***Animal Inventory*** & ***Deactivate Cards for Used Cages***
3. Deactivation date (today's date)
4. Choose option: ***Deactivate by Scanning Cage***
5. Press enter
6. Note: Process must be repeated (steps 1-5) for each cage card.







**22**

**Reply ALL** to the original transfer email, confirming the transfer has been completed.

If the transfer **can not be completed**, reply to the original email with the reason why.