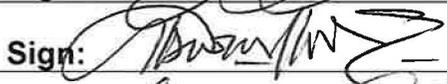




OFFICE OF LABORATORY ANIMAL CARE

Working Instructions

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|-------------------------------|-------------------------|----------------------|
| WIN Number: 106 | Rodent Receiving | Revision #: 0 |
| Date Effective: 1/9/24 | | Supersedes: 0 |

| | | |
|-----------------------------------|---|-----------------------|
| Author s : Satori Le | Sign:  | Date: 1/16/24 |
| Richard Duru | Sign:  | Date: 1-7-24 |
| Director: Dr. Gre o Lawson | Sign:  | Date: 1-9-2024 |

PROCEDURE

All work instructions must be demonstrated by the trainer and performed by the trainee.

Printing the Animal Delivery Log

1. Log in to Cayuse and enter your Calnet ID and password.
2. Select the "Animal Facility Supervisor" or "Animal Care Staff" role on Cayuse.
3. Select the "Animal Procurement" tab on the left-hand side of the screen.
4. Select the "Expected Deliveries (7 days)" tab.
 - a. This window will show all upcoming deliveries scheduled in the next seven (7) days.
 - b. If you are printing the animal delivery log on the day of scheduled delivery, all expected shipments will be in the "Receipts Due" tab under "Animal Procurement."
5. Minimize the width of each shipment category (ex: Order #, Vendor, PI) by selecting the edge of the title box and dragging to the left.
 - a. These categories must be minimized before printing to ensure all information is visible on the page.

6. Increase the orders per page by selecting the drop-down menu at the bottom of the orders list.
 - a. Cayuse is pre-set to twenty (20) orders per page.
 - b. Increase the amount so that all orders for the desired delivery date are visible on one page.
7. Using your cursor, highlight the text on the web page for all deliveries for the desired date as well as the shipment category menu at the top (ex: Order #, Vendor, PI).
8. Right click the highlighted text and select "Print" to print what is highlighted on the web page.
 - a. If information is cropped out, adjust the title category width so all information is visible, then reprint.
9. Review the printed receiving log & determine how many cages & types of cages are needed, then prepare the cages.

Printing Cage Cards

1. Log in to Cayuse and enter your Calnet ID and password.
2. Select the "Animal Facility Supervisor" or "Animal Care Staff" role on Cayuse.
3. Select the "Animal Procurement" tab on the left-hand side of the screen.
4. Select the "Expected Deliveries" tab.
 - a. This window will show you all upcoming deliveries that are scheduled for a specific date.
 - b. If you are printing cage cards on the day of the scheduled delivery, all expected shipments will be moved into the "Receipts Due" tab under "Animal Procurement."
 - Print cage cards from the "Receipts Due menu".
5. Click on any order number.
 - a. If cage cards have not been previously printed, a popup window will appear on the screen:
 - Cage Cards have not been printed!
 - Go to Print Cards?
 - Select "Yes" in the popup window.
 - **Note:** If the popup window does not appear, cage cards have been previously printed for the order.
6. Under the Print Cage Cards tab:
 - a. Select "Print cards for a selected Delivery Date Range".
 - b. Enter the date of delivery in "From Date" and "To Date" (usually Tuesdays).
 - c. Facility/Room Number: Select the desired building, leave Room Number field blank.

- d. Choose layout:
 - Select “Vendor Card” from the drop-down menu.
 - e. Leave all other fields blank.
 - f. Select “Print Cards”.
7. To print cards for another building
 - a. Select another order number on the delivery list.
 - b. Repeat steps 5-8
 8. Once all cage cards for your desired building(s) have been printed:
 - a. Separate cards based on the VO (vendor order) number listed.
 - b. Remove the activation strip from the bottom of all cards on the perforated line and dispose of them.
 - **Note:** Vendor cards are automatically activated.
 - c. Stamp the back of all cards with the red “Received” stamp.

Animal Delivery and Unboxing:

1. Ensure that boxes are not damaged and have been delivered to the correct facility by checking the label on the box before signing delivery paperwork.
2. Do not accept any damaged or opened boxes (Notify Supervisor or PAT).
3. Look at the label(s) on each box and locate the VO number.
4. Match the VO number to the printed animal delivery log and corresponding cage cards printed for the order.
5. Match the cage cards for each order with the corresponding box.
6. Spray cage change station and shipment box with approved disinfectant before opening the box.
7. Open each box one at a time in the cage change station.
 - a. Disinfect gloves with approved disinfectant in between boxes and before making contact with the animal(s).
 - b. Comb fingers through the bedding to check for animals prior to discarding the shipment container.
8. Place rodents in the appropriate cages.
 - a. Add the corresponding cage card to the cage(s).
 - b. Fill in the date of birth & number of animals in cage on the cage card(s)
 - c. Cage cards used must match the VO number on each box.

- d. If additional cage cards are needed for an order refer to “Receiving Orders on Cayuse” steps 5 - 7.
- 9. Report any health concerns or discrepancies (Ex: incorrect number of animals, missing order, etc.) to the OLAC Animal Buyer & Supervisor.

Receiving Orders on Cayuse

1. Enter the “Animal Facility Supervisor” role on Cayuse.
2. On Cayuse, select the “Animal Procurement” tab on the left-hand side of the screen.
3. Select the “Receipts Due” tab.
4. Orders should only be received off the Cayuse log if the order arrives as expected.
 - a. If there are any abnormalities
 - Do not receive the order on Cayuse
 - Report to OLAC animal buyer & Facility Supervisor.
5. If the order arrived as expected, select the order from the “Receipts Due” tab by selecting the VO (vendor order) number.
6. Fill out the following categories:
 - a. Fill in “Shipment Receipt Option” with “Received as Ordered”
 - b. Fill in “Received By” with your initials
 - c. Fill in “Receipt Date” with the delivery date of the order.
 - d. All other options can be left blank/unaltered.
 - e. If additional cage cards for an order need to be printed
 - Select “Generate Additional Cards?” and input number of cards needed.
 - Select Vendor Card for the layout.
7. Select “Finish Request” to complete the order received.

REFERENCE DOCUMENTS

| REVISION HISTORY | | | |
|------------------|-----------|----------------|-------------|
| REVISION NUMBER | AUTHOR(S) | EFFECTIVE DATE | REVISION(S) |
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