OFFSPRING REPORTING – MULTIPLE CAGES

HOW MANY CAGES OF OFFSPRING DO YOU NEED TO REPORT?

[Diagram showing options for 1–2 cages or 3+ cages]

Use “Log a Weaning Event”
Use “Update Breeding Information” and See Below

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**Step 1:** Gather the following information before you begin to “Update Breeding Information.”

- Today’s date (or the date the weaning was performed.)
- Number of births (required). For your reporting: # weaned and # culled (optional).
- If you need new cage cards from the weaning packet, take note of the last four digits of the cage card series used. (List range from first to last card used).

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**Step 2:** Enter the URL: HTTP://rap.uc.edu/aops

**Step 3:** Enter UC Login and UC Password

**Step 4:** Click on the Animal Operations tab and click on your protocol under “NAME.”
### Step 5: Click on “Update Breeding Information”

**Rodent Health Surveillance Program**

<table>
<thead>
<tr>
<th>Summary</th>
<th>Animal Orders</th>
<th>Transfers &amp; Exports</th>
<th>Service Requests</th>
<th>Events</th>
<th>Procedures</th>
<th>Cage Cards</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulatory information:</td>
<td>[View IACUC Submission Details]</td>
<td>Total Approved: 4560</td>
<td>Approved:</td>
<td></td>
<td>Expires: 7/27/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Used:</td>
<td>62 (1.4%)</td>
<td></td>
<td>Expires:</td>
<td></td>
<td>7/27/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Order:</td>
<td>0</td>
<td>Created By:</td>
<td></td>
<td></td>
<td>Click WebServices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Available:</td>
<td>448 (98.6%)</td>
<td>Principal Investigator:</td>
<td></td>
<td></td>
<td>Joanne Tulloss-Wiedrich</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cage Cards On Census:</td>
<td>199</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Animal Groups**

<table>
<thead>
<tr>
<th>Group</th>
<th>Species</th>
<th>Approved</th>
<th>Used</th>
<th>Percent</th>
<th>On Order/Transfer</th>
<th>Breeding Cards</th>
<th>Available</th>
<th>Percent Available</th>
<th>Pain Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>View: 4600000002</td>
<td>Mice</td>
<td>3000</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>3000</td>
<td>100%</td>
<td>C</td>
</tr>
<tr>
<td>View: 46000000002</td>
<td>Rats</td>
<td>900</td>
<td>62</td>
<td>6.5%</td>
<td>0</td>
<td>0</td>
<td>906</td>
<td>93.54%</td>
<td>C</td>
</tr>
</tbody>
</table>

**Next Steps**

- View Protocol
- Create Service Request
- Order/Transfer Animals
- Reserve Equipment
- Reserve Room
- Log Premises
- Create Animal Event
- Update Animal Counts

**Update Breeding Information**

- Send Email to Team
- Notify Cage Cards
- Close Protocol

IACUC Protocol: Approved
Step 6: Click the calendar and select today's date or the date the weaning occurred

Step 7: Enter the new births (MANDATORY), new weaned and new culled (last two optional).

Step 8: Click on the (...) to open up list of cage cards (See 8.1 below. See 8.2 for next instructions.)

Step 9: Enter comments.
8.1 Click the boxes next to all the breeding cards that you are activating from the weaning packet. Click “OK” when finished.

8.2 The cards you selected will be listed. This is a default section. If you need to change anything, select the drop down menu arrow to change the field. Info: a) Group = animals in pain category b) #Animals = 4 is default c) Account number is your business account number.

IMPORTANT: Select “OK” when done. Once complete, this activity will both place the new cages on census and will report new births to IACUC for the federal reporting requirements.