# LAR Cage Card Termination Policy

Purpose: To provide a specific guideline and standard for the efficient and accurate communication LAR the termination of cage cards.

Option one: For non-barrier cage cards after the termination of the cage, clearly write on the cage card the date of termination and return the LAR cage card to the front desk of the Painter Center or the Supervisors office at the Foothills campus (for Foothills cards only).

Option two: When cage cards are in a barrier and areas where physically turning in cards is inconvenient, send an email with the cage cards to be terminated scanned and attached to [LAR\_Animal\_Census@mail.colostate.edu](mailto:LAR_Animal_Census@mail.colostate.edu). Emails without scanned cage cards will not be terminated to ensure census accuracy and to prevent input errors.

Option Three: A request for LAR personnel to terminate cages may be requested via work order. Please see “Lab Cage Termination Policy via LAR Personnel” for specific details.

Notes:

Cage cards that are turned in without a termination date will be stopped on the day that they are received.

Census for cage cards that were terminated in a closed billing period can only be stopped back to the beginning of the current billing period.

Credit cannot be issued for cage cards were not turned in before a billing cycle closed. Labs are responsible for verifying their census before billing closes every month.

Cage cards will be terminated on census within two business days of turning in.

Physical cage cards will be retained in Painter for six months and at the Foothills for three months.