# Policy for Cage Card Request / Transfer Request submitted beyond standard circumstances

When cage card requests/ transfer requests (including those that are for expired protocols that need to go to the holding protocol or a new research protocol) LAR staff incur a significant amount of additional time required to process the request.

Therefore, LAR must create a recharge for tech time in the amount of time that is required to have the process sorted out.

In addition to this, in the event that animals must be transferred to the holding protocol in the even that an expiring protocol with active animals does not have a replacement, LAR must charge for the creation of cage cards to the holding protocol (in the vein of a cage care request).