



# LAR BULLETIN

“The Bull”

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## *In This Issue:*

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## Please Use Caution with Mouse Caging/Water Bottles!

If you tilt a cage towards you, or if you have to use a bit of force to get the cage off the rack it is possible for the water bottle to slide forward. When this happens, the mice cannot reach the sipper tube. You can usually hear, and feel, the water bottle shifting in the cage when this happens. When in doubt, check the bottle before you put the cage back on the rack!



Water bottle has shifted-sipper tube is no longer accessible to the mice



Correctly placed water bottle-sipper tube is inserted through the wire bar lid.

## New C-wing Mouse Cage Supply Station!

LAR has consolidated clean mouse caging onto a large 3-sided cart in the hallway, instead of storing it in each mouse room. This will increase the

volume of supplies that are available, and alleviate the occasional problem of running out of supplies. This change will also increase LAR staff efficiency, and free up more space in crowded rooms. Feel free to move the cart for convenience, so long as it doesn't block any doorways. Mouse rooms in the D-wing will still be individually stocked. If you have any questions or concerns about this change please contact Denise Ostmeier or Shari Roberts-Goranson. See pictures below:



Use this cart for your caging needs for weaning, separations, etc.



**DO NOT** take caging from the smaller carts, this is for LAR staff use only!

## LAR Euthanasia Request Procedures

In order to request termination of cages via LAR staff the following steps must be followed:

- A LAR Work Order with the requested cage card numbers to be euthanized must be submitted, along with the room number the cages are in. This form is found on LAR's website under FORMS at <https://vpr.colostate.edu/lar/>
- In the room, the cages to be euthanized must have "SAC" or "E" written on the LAR cage card.

Once the appropriate cages are terminated by LAR, the per diem charges and cage card census will be stopped in the system by the Business Office and retained for six months.



QUESTIONS, COMMENTS?  
Please contact **Jessica Ayers**

We're on the Web!  
Check us out:  
[LAR homepage](#)

### Euthanasia will NOT occur if:

- The cage can't be found.
- Cage card number in the Work Order does not have a matching physical card with "SAC" or "E" written on the card
  - Note: "Other markings" on the card are unacceptable.
- The cage does not have a LAR cage card
  - If the cage does not have a cage card (often due to recently weaned or genotyped animals), a Cage Card Request must be submitted before a Work Order for termination can be submitted/completed.

LAR will communicate any discontinuity between physical cards and Work Orders. The requestor will be notified via the Work Order and further instructions will be requested.

\*If a lab wishes to donate animals to the LAR Training Protocol this should be noted in the Comments box.

\*If pups are to be culled before weaning, please note that in the Notes section.

### Late Cage Card and Transfer Requests

Late Requests with a start date from a previous billing cycle will be recharged for the additional time incurred to process these cage cards.

- **This will become effective July 1, 2017;** fee amount will be announced with the FY18 Rates.

Additionally, with our continued efforts to keep overall expenses down and per diem rates low, LAR will begin charging Investigators a fee when animals need to be temporarily moved to the holding protocol because it takes us double the time and effort to perform this (transfer animals to Holding and then back to Experimental once it's approved). This step is necessary for you to continue billing these animals to your research fund and remain in compliance. No experimental work can be done until these animals are transferred back to an approved protocol. It is the Investigator's responsibility to initiate a Transfer Request identifying which cards should be moved to the Holding Protocol as well as which ones need to be transferred back to a research/teaching protocol.

### Online Cage Card Requests

The new online form for Cage Card requests is available at the LAR website under the Forms tab:

- Available for immediate use
- Comments, criticism, questions are very welcome.

## Information/Request Retention Policy

Cage Cards and/or CC Transfer requests are retained for six months

- Adjustments and corrections to accounts/ protocols will not be considered beyond this time frame.
- Further, adjustments and corrections for a previous Fiscal Year (yet still within the six month retention period) cannot be made.

## Animal Ordering Blackout Dates!

In preparation for closing out Fiscal Year 2017, all animal orders must be placed in eAnimal Ordering by June 7, 2017.

The last delivery date for FY17 is June 19, 2017. There will be no animals received on June 26th or July 3rd.

You may continue to order animals after June 7th, however, the next available delivery date would be July 10th. If you have a unique situation, please contact [diana.collins@colostate](mailto:diana.collins@colostate) to discuss. Our objective is to cause as little disruption as possible to your amazing and ongoing research efforts!