Animal Management System

Cage Card Allocations

The following requests can be completed in the Animal Management system:

- Transfers

- Joins

- Splits/Separations*

- Weaning*

- Breeding Setups*

- Reporting Animal Mortality

- Terminations

ams.research.colostate.edu

* Allocations that create one or more unique cage cards. See following page.

Cage Creation

- When a new cage is created, a corresponding **Temporary Cage Card** (Orange) should be created to identify it.

- Please ensure that all information is as accurate and complete as possible. **Temporary Cage Cards** without start dates will be dated back to the start of the current billing cycle.

- A request should be entered into AMS within two business days for the new card or cards created.

- If a request isn't entered within two business days, LAR staff may request your cards, and your lab will be billed for technical services.

- **Cage Card Request**s should not be used as **Temporary Cage Card**s.
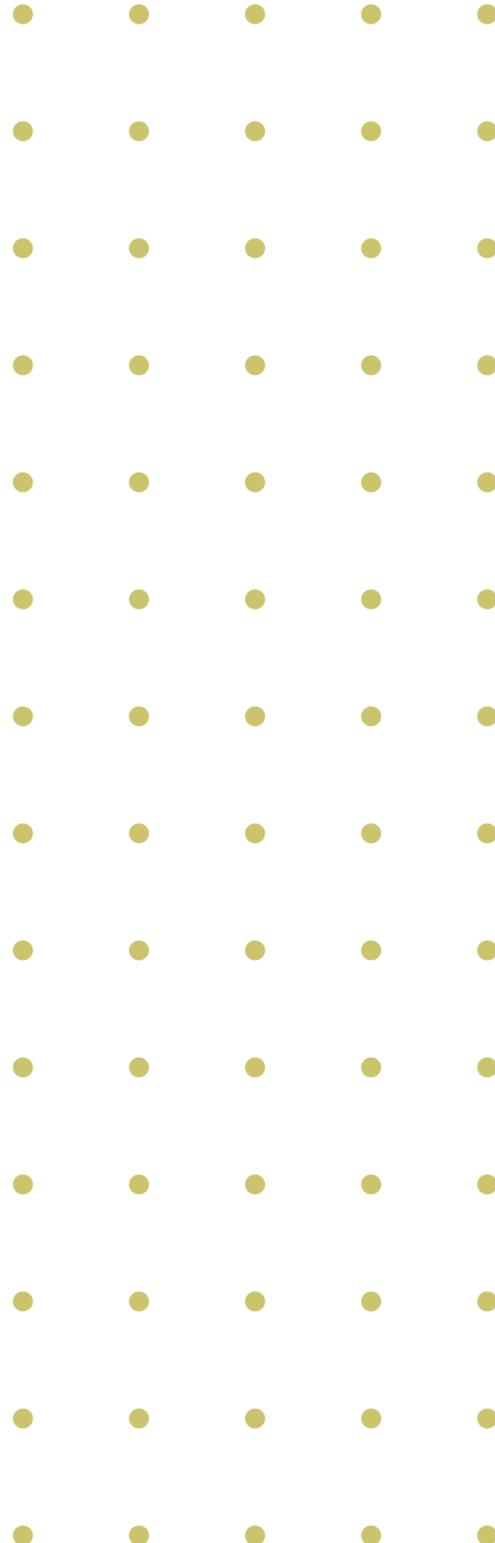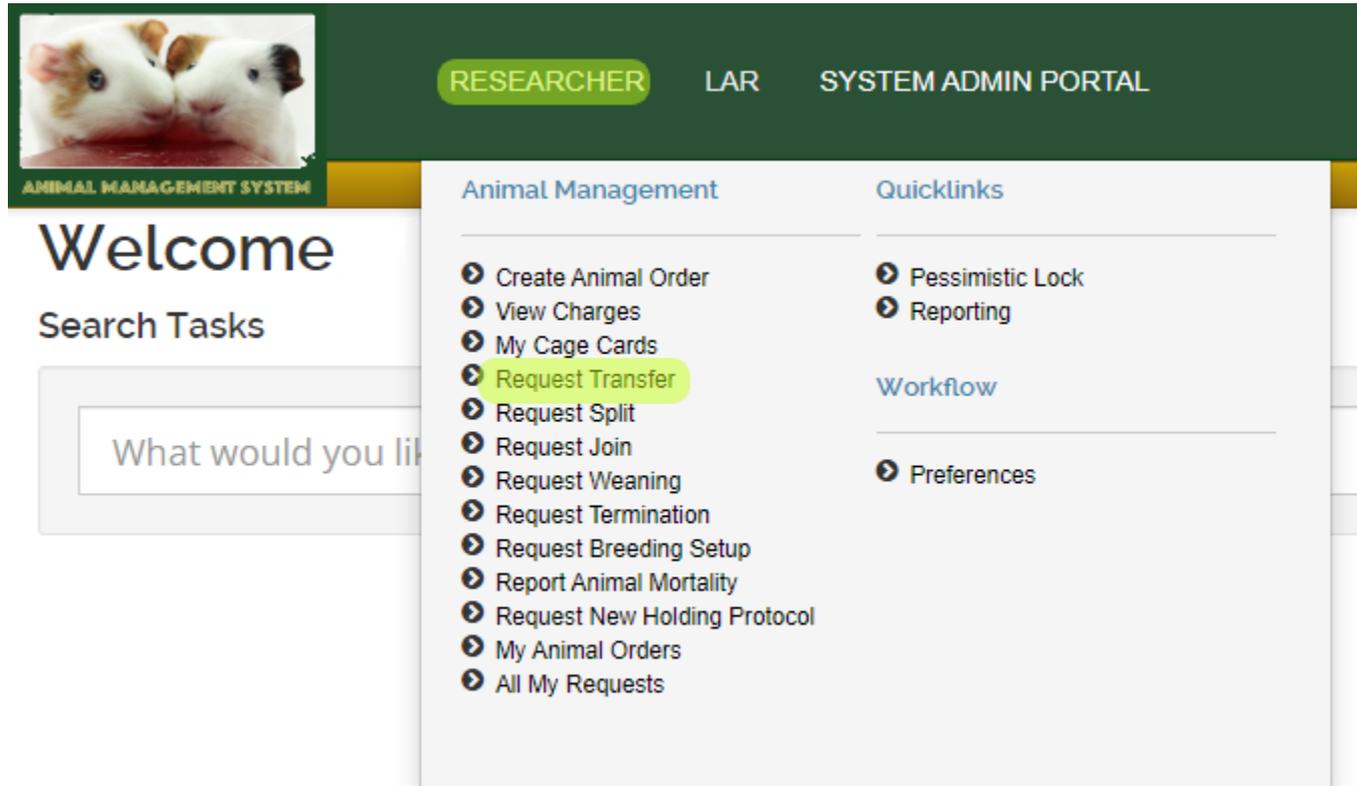
Transfer Requests

Transfer Requests

Any changes made to census will be routed through the LAR animal management system for approval.

Transfer Requests can be used for changing any of the following:

- Protocol

- Location

- Contact Person

- Per Diem Accounts

  - OLAW has oversight over PHS agencies, including the following federal agencies because they have agreements with them: NSF, VA, NASA. If your new grant number is PHS funded (i.e. NIH, CDC, FDA), please contact CSU IACUC csu_iacuc@colostate.edu to update your protocol. We are required to do a congruency review to confirm the grant agrees with your protocol.

Requesting a Transfer:

1. Go to the Animal Management System and logon using your CSU credentials.
   https://ams.research.colostate.edu

2. Two-factor authentication (DUO) is also required to access the site. For more information about DUO can be found at
   https://www.acns.colostate.edu/duo/

3. Open the **Researcher** menu and find the Animal Management menu

4. Click on **Request Transfer**

Current (Cards: 0, Animals: 0)

Cage Card Id: 🔍

Cage Card Id:	
Protocol Number:	
Principal Investigator:	
Cost Center:	⌄
Building:	⌄
Room:	⌄
Species:	⌄
Census Start Date:	📅 to 📅

Cancel   Clear Values   **Search**

1. To select the cage cards that need to be transferred, click on the **Magnifying Glass** under the Current header on the left side of the screen

2. A cage card lookup page will load, and you will be able to search for the cage cards you are going to transfer

- You can perform more than one search consecutively within your transfer request

3. From the search results, check the box next to the cage cards that need to be in the transfer and press **Return Selected** at the bottom of the page

Show [10 ⌄] entries   csv | xml | xls

▾	Cage Card Id ⇳	Protocol Number ⇳	Principal Investigator ⇳	Cost Center ⇳	Location ⇳	Species ⇳	Strain	Animal Count ⇳	Census Start Date ⇳
☐	4820	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	11/04/2020
☐	4821	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	2	11/04/2020
☐	4357	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	10/15/2020
☐	4358	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	10/15/2020
☐	4751	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	4	10/30/2020
☐	4752	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	2	10/30/2020

	Cage Card Id	Protocol Number	Principal Investigator	Cost Center	Location	Species	Strain	Animal Count	Census Start Date
		972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	11/04/2020
		972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	2	11/04/2020
		972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	10/15/2020
☐	4358	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	10/15/2020
☐	4751	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	4	10/30/2020
☐	4752	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	2	10/30/2020
☐	4753	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	3	10/30/2020
☐	3135	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	09/18/2020
☐	3134	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	1	09/18/2020
☐	1451	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	08/21/2020

Show 10 entries

csv xml xls

select all items on this page
select all items
deselect all items on this page
deselect all items

Showing 1 to 10 of 17 entries

First Previous 1 2 Next Last

return selected

Note on Selecting Cage Cards:

- To change the number of cage cards showing in the table on a single page, use the drop-down options in the "Show ___ entries" at the top of the table

- To navigate between pages of results, use the page number navigation located below the table on the right

- To select all cage cards on the page or all cage cards that meet the search criteria, click on the arrow in the upper-left corner of the table; Then select the option of "select all items on this page" or "select all items"

- There is a limit of 100 cage cards per Transfer!

4. Use the calendar widget to select the Effective Date of the transfer

5. If you have any information that should accompany the transfer request, enter that in the Reason For Transfer field

   - Please include the **Reason for Transfer** e.g., moving from holding protocol to a study or vice versa

   - If animals need to be credited back to a protocol, please include the language "Credit sender," or "Credit Protocol."

   - If the animals have already been physically moved, please include this in the **Reason For Transfer**

9. The cage card(s) selected will be visible in the lower portion of the page; You will be able to see all the details that are associated with the cage card(s) selected

Note: If you select a cage card that does not need to be transferred, there is a delete button in the upper right corner of that cage card's current details.

10. At the top, bulk changes can be made to all the cards in the transfer; multiple fields can be changed all at once

- If changing the account information, **Add** each account with the **Add** button at the end of the line and ensure the accounting percentages sum to 100%

- Any information typed in the comments field will overwrite existing comments on all the cage cards

11. Once all fields are updated with the new information, press the **Apply** button to apply the changes to the cards that are located under the **New** header

11) The page will reload with the changes applied; check the **New** column (the right side) to see the changes made to the cage cards

12) Changes can be made to the **Location**, **Cost Center**, **Comments** and **Account** on individual cards within a transfer using the drop-down menus and open fields

13) Once all changes have been applied or made to the cage cards in the transfer, submit the transfer by pressing the **Submit** button at the bottom or **Save** the transfer for later
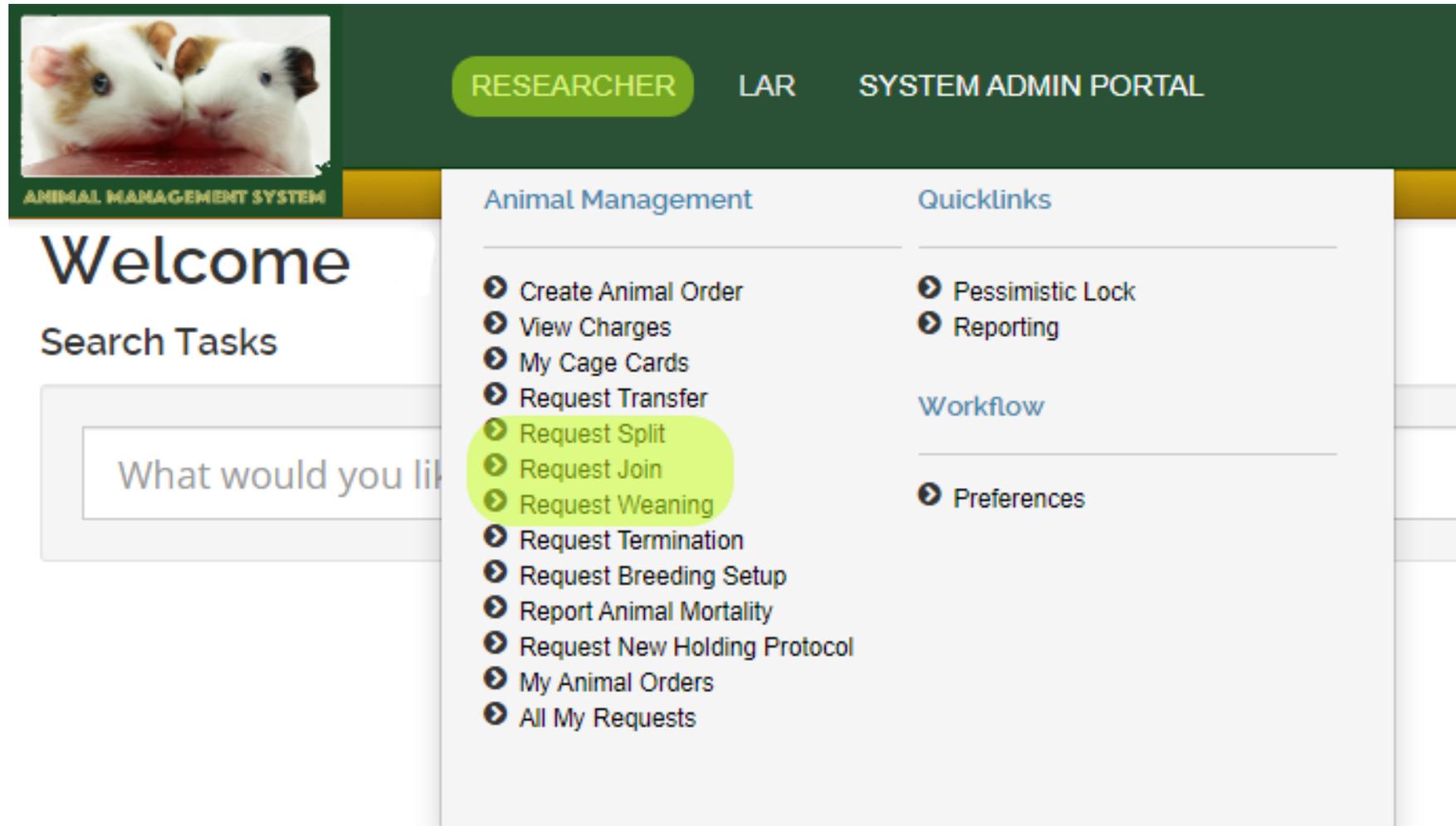
Please Note:

- Cages will retain the same cage card number throughout the transfer.

  - The cage card will be re-printed if the **Contact Person** or **Protocol** changes

- All transfers will route through LAR for approval; if there are any issues with the request, you will receive an email for clarification.

  - Transfers involving a **Location** change will first route through a Facility Manager

- If your lab personnel are going to be the ones moving the animals between locations, please leave a note in the Reason for Transfer field. Animals moved between campuses must be moved in a USDA approved vehicle.

  - If there is no note that the lab will be moving the animals for a location transfer, LAR Animal Care will complete the transfer for you.

- Transfers on Tuesdays will be taken with the regular animal deliveries and usually are delivered by 10am, pending volume of orders.

- Transfers on days other than Tuesday and 10+ mouse cage transfers are recharged the amount of time it takes to load and deliver cages to other campuses, as follows:

  - No recharges for newly arrived deliveries at any time

  - Mouse transfers on Tuesdays are not charged if <10 cages

  - Mouse transfers on Tuesdays ARE recharged if >= 10 cages

  - Mouse transfers on days other than *regular delivery day transfer* (*Tuesday)*, are recharged

  - ALL non-mouse transfers are recharged regardless of the day
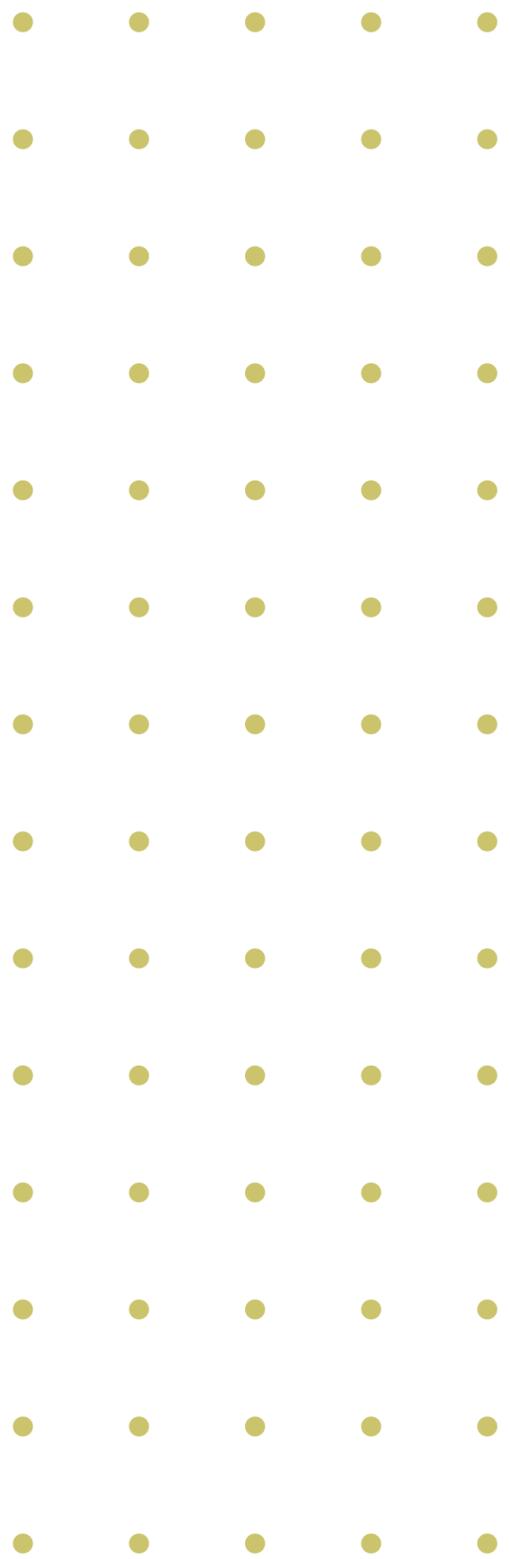
Join, Split, and Wean Requests

Requesting a Join, Split, or Wean:

1. Log into AMS using your CSU credentials.

2. Open the **Researcher** menu and find the Animal Management menu and find the required **Allocation.**

   - A **Join** will combine two or more cage cards.

   - A **Split** will separate an animal or animals out of a cage.

   - A **Wean** is used when there are weanlings that need to be separated from a parent cage.

4. All three types of allocations will open to the same page with an **Effective Date**, **Request Comments**, and **Comments**. There is a place for you to **Search** for cage card(s) if you don't know the number. You can also enter the number(s) manually and click **Add.** The current chosen allocation type will be displayed on the left side of the line above the **Effective Date**.

- The **Effective Date** is the date the new card will become active.
- **Request Comments** should contain information for the admin if the request is for anything out of the ordinary.
- **Comments** should contain relevant information for the researchers.

- For **Weans** and **Splits**, you will be drawing from one parent card. You can type the number in and click **Add** or use the **Search** function.
- For **Joins**, you will need to select two or more parent cards. You can search for multiple cards at once by typing and separating them by a vertical bar (shift+\). When the results populate, check their boxes and click **Return Selected** at the bottom. For joins, the number of the first card selected will be the one that remains after the join. The subsequent cards are terminated.

Weans/Splits

- The parent cage card will be visible as the first cage card in the Current column as well as in the New column

- At the top of the New column, there is a button to "add" a New Cage Card; create a new card for each additional cage needed

- The Strain, Animal Count and Comments can be edited on each new cage card

- You an add **Comments** to the new cards individually if needed. You can also enter a **Comment** in the box at the top and click **Apply** to add comments to all the new cards.

- You can click **Delete** on any of the new cards created if they are not needed.

- All new cage cards created will use the same location, contact person and accounting information as the parent cage card

- For a **Split**, the total animal count must match that of the parent card.

Joins

- The cage cards selected will appear under the Current column on the left side of the page. The top cage card number in the **Current** column will be the cage card number that remains.

- The animals from the second cage will be consolidated into the first cage card, and the **New** cage card will show on the right side of the page.

- The **Strain** of the animals can be updated on the **New** cage card.

- Comments can be added to the New cage card using the **Comments** box at the top of the request and pressing **Apply**.

7. After you have completed your request, **Submit** the request at the bottom of the page or **Save** the request for later submission

8. Once submitted or saved, the request will be given an **Allocation ID** in the top right side of the screen; reference this **Allocation ID** in any correspondence with LAR

9. Lastly, you will receive an email once the request has been processed and approved

Notes:

- If you have made a mistake in your request, email LAR staff at lar_animal_census@Mail.ColoState.EDU with the correction and the **Allocation ID**

- **Location**, **Contact Person** and **Account** information will be carried over from the parent/original cage card. If you know that this information should be different for the new cage cards, include the correct information in the **Request Comments**

- If a request is "For Census Only," please include a note in the **Request Comments** that no cage cards are needed

Breeding Setup Requests

Requesting a Breeding Setup

The Breeding Setup request should be used to:

1. Request a new cage card for a newly established breeding pair you have created

2. Request a cage card for a new cage that was created when animals from multiple cages were combined into one

If you require LAR Tech Services to set up the breeding pair for your lab, please request this service through the LAR Work Order system

Any requests made will be routed through LAR system administration for approval.

1. Open the **Researcher** menu and click **Request Breeding Setup**

2. This request will open to a screen with spaces to enter **Effective Date**, **Request Comments**, **Room**, and **Comments.**

- Begin with entering in the **Effective Date** as the date the breeder cage card was established
- Add in any **Request Comments** if needed

3. Click the **Magnifying Glass** to search for the cage cards you will be removing animals from in this request

4. In the **Cage Card Lookup**, you can narrow your search by filling out additional fields
   - You can search for multiple cards at once by separating the card numbers with a vertical bar (shift + \\)

5. Check the boxes next to the desired cage cards in the table of results and click on the **Return selected** button below the results

New Cage Card: add

Cage Card Id: 🔍

delete

Current	New
Cage Card Id: 18473	**Cage Card Id:** 18473
Retired Cage Card Id:	**Retired Cage Card Id:**
* Protocol Number: 1208	*** Protocol Number:** 1208
PI:	**PI:**
Census Start Date: 10/01/2022	**Census Start Date:** 10/01/2022
* Species: hamster	*** Species:** hamster
Strain: LVG Golden Syrian Hamster	**Strain:** LVG Golden Syrian Hamster
Source/Vendor: Charles River	**Source/Vendor:** Charles River
Room: RBL - A133B	**Room:** RBL - A133B
* Cost Center: Hamster	*** Cost Center:** Hamster
* Animal Count: 3	*** Animal Count:** 3
* Contact Person:	*** Contact Person:**
Comments: DOB: 11/9/21	**Comments:** DOB: 11/9/21

6. The cards you select will appear in the **Current** and **New** columns. You can edit the **Room**, **Animal Count**, and **Comments** of the cards in the **New** column.

7. Click **Add** at the top of the **New** column to create your new cage card. This card will have the same editable fields as the other cards in the **New** column.

   - You can pull animals from two or more cage cards in a **Breeding Request**

   - Only one new card can be created per **Breeding Request**

8. Edit the **Animal Count** on all the cage cards to reflect the new distribution of animals between cages

  - The total number of animals must not differ between the **Current** and the **New** columns
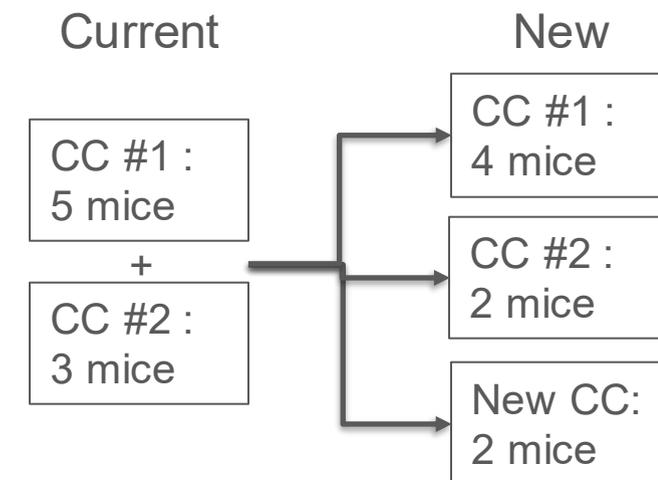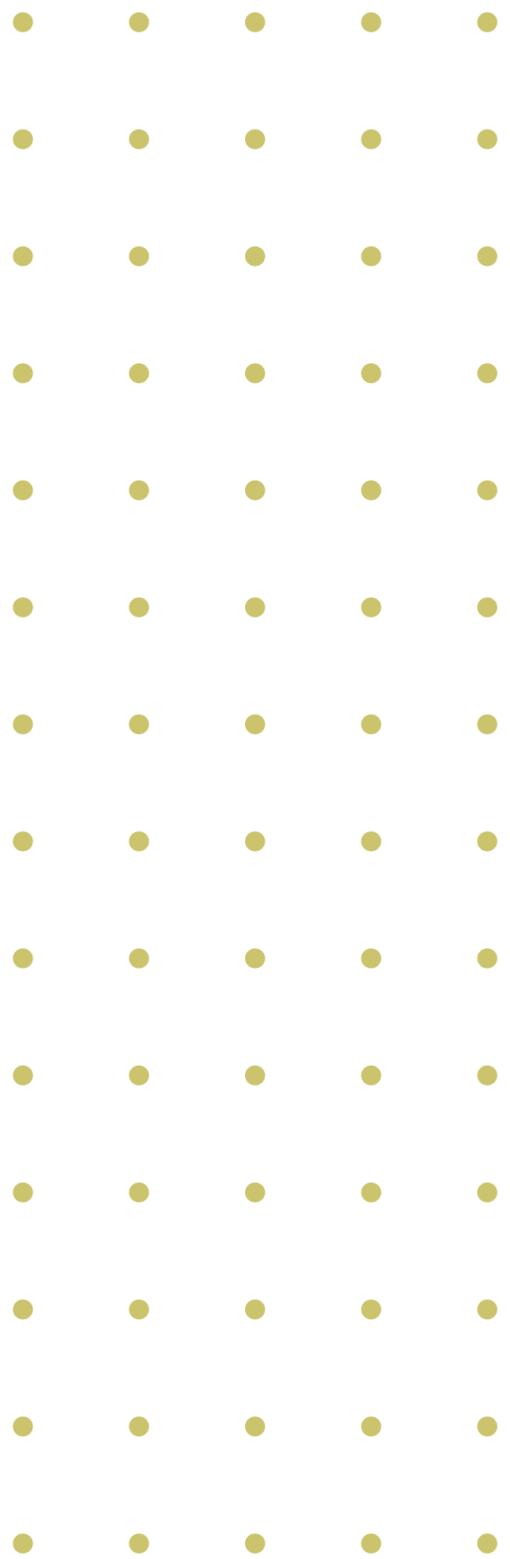
9. Once the **Animal Counts** are correct and any other changes have been made to the **Comments** or **Location**, click **Submit** at the bottom of the request, or **Save** if you will want to come back to it later

10. The request will route to LAR admins for approval, and you will receive an email once the request is approved
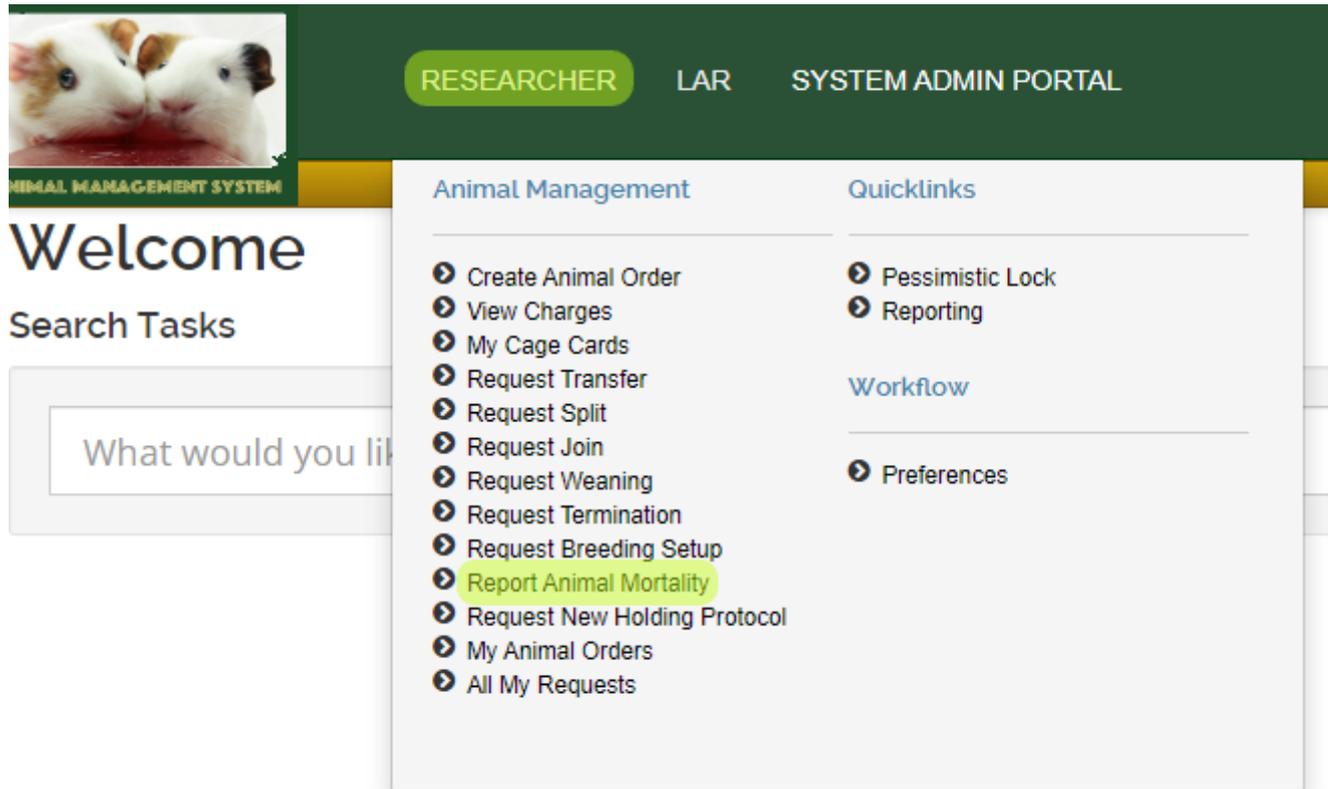
Please Note:

- All requests will route through LAR approval; if there are any issues with the request, you will receive an email for clarification

- If you have made a mistake in your request, email LAR staff at lar_animal_census@Mail.ColoState.EDU with the correction and the **Allocation ID** or the **Document Number**

- **Contact Person**, **Strain**, **Source** and **Accounting Information** will be carried over from the parent cage card. If you know that this information should be different for the new cage cards, include the correct information in the **Request Comments**

Reporting Animal Mortality

Reporting an Animal Mortality

1. Open the **Researcher** menu and click **Report Animal Mortality**

2. Select the **Effective Date** for when the animal(s) was/were found dead in the cage or removed from the cage

3. Click on the **Magnifying glass** to search for the cage card or cards that need to have their counts adjusted

4. A search menu will load on the page and from the fields available you will be able to refine your search

- If you have a single cage card that needs to be adjusted, you can enter in the **Cage Card ID** into the top field and then select it from the search results

- If you have multiple cage cards that need to be adjusted, it is easiest to search by the **Protocol** and/or **Location**, to then select multiple cards from the search results

  - You can search for multiple cards at once by separating the card numbers with a vertical bar (shift + \)

  - You can also use a wildcard function (*) in your search

    Ex.: Entering 184* in the **Cage Card ID** field will return all cards starting with 184

	Cage Card Id	Protocol Number	Principal Investigator	Cost Center	Location	Species	Strain	Animal Count	Census Start Date
☑	4358	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	10/15/2020
☐	4751	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	4	10/30/2020
☐	4752	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	2	10/30/2020
☐	4753	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	3	10/30/2020
☐	3135	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	09/18/2020
☐	3134	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	1	09/18/2020
☐	1451	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	5	08/21/2020
☐	1450	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	3	08/21/2020
☐	1743	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	2	08/21/2020
☐	2876	972	Kendall, Lonnie	Mice- 14 day	Painter - C119	mouse	hACE2 mice, stock 034860	1	09/08/2020

Showing 1 to 10 of 25 entries

First Previous 1 2 3 Next Last

return selected

5. From the Cage Card Search results:

- Check the box or boxes next to any cage cards that need to be part of the request

- Click **Return Selected** button at the bottom of the page

Cage Card Id: 🔍

delete	

Cage Card Id: 18473

Retired Cage Card Id:

* Protocol Number: 1208

PI:

Census Start Date: 10/01/2022

* Species: hamster

Strain: LVG Golden Syrian Hamster

Source/Vendor: Charles River

Room: RBL - A133B

* Cost Center: Hamster

* Animal Count: 3

* Contact Person:

Comments: DOB: 11/9/21 ➡

Cage Card Id: 18473

Retired Cage Card Id:

* Protocol Number: 1208

PI:

Census Start Date: 10/01/2022

* Species: hamster

Strain: LVG Golden Syrian Hamster

Source/Vendor: Charles River

Room: RBL - A133B

* Cost Center: Hamster

* Animal Count: 3
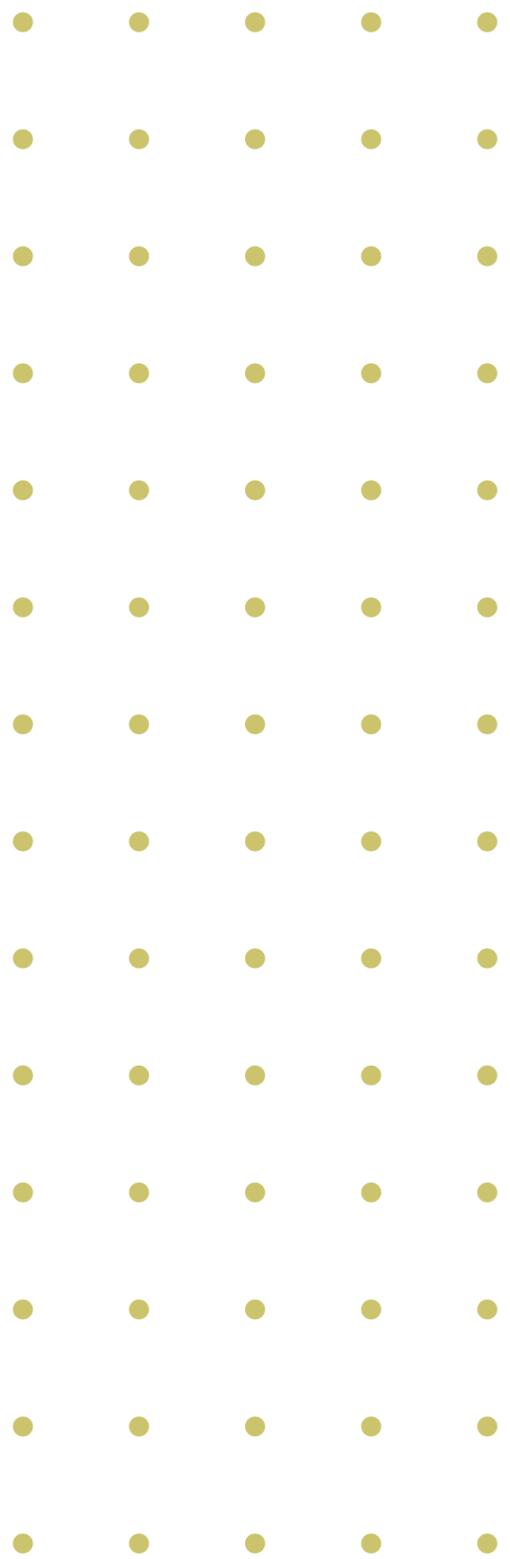
* Contact Person:

Comments: DOB: 11/9/21

submit   save   reload   close   cancel

- If you need to add any more cage cards, you can repeat the search process

- If you need to **Delete** any cage card from the request, press the **Delete** button in the upper-right corner of the card in the **Current** column

- Edit the **Animal Count** field on the cage card in the **New** column

- Click **Submit** at the bottom of the screen or you can **Save** this request for later
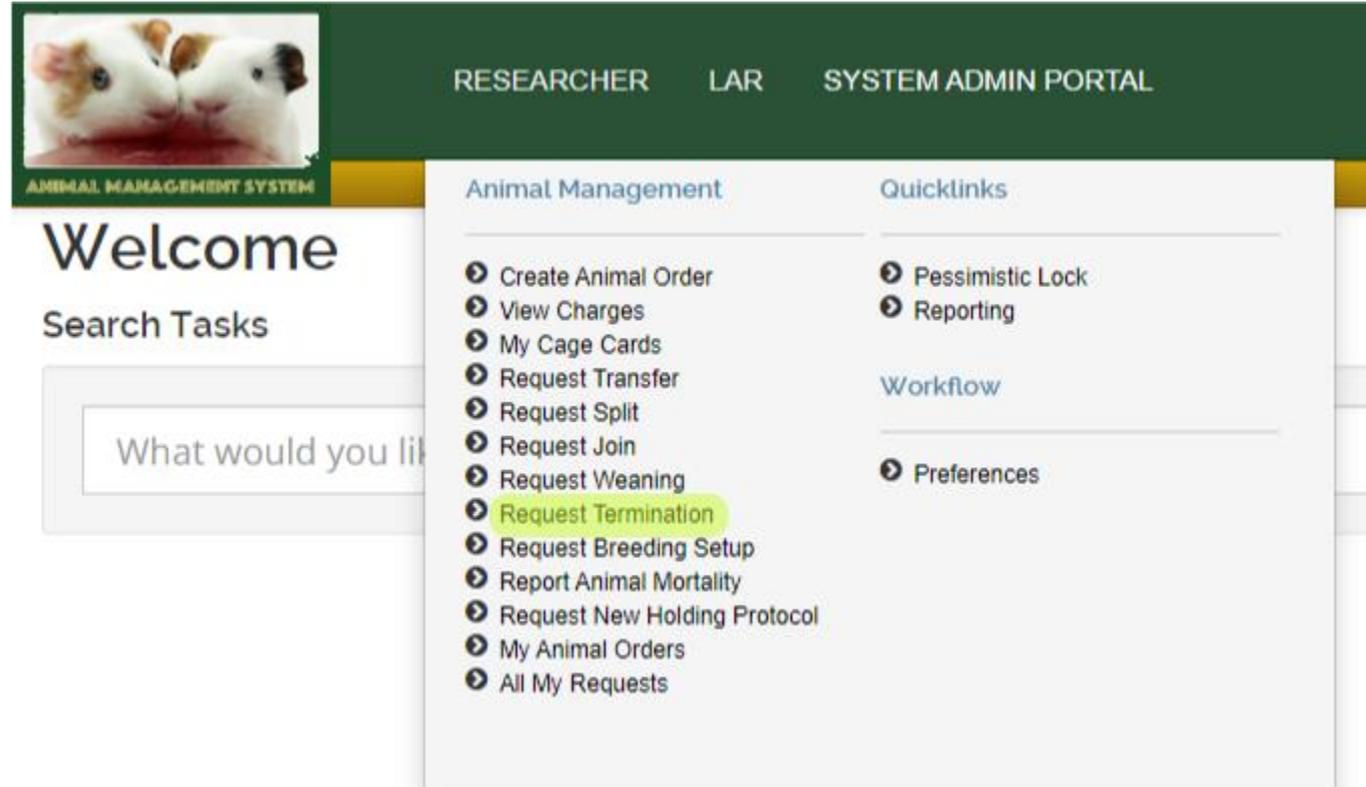
Colorado State University

Notes:

- **Animal Counts** can only be *reduced* in the **Report Animal Mortality**

- If there are no more animals in the cage, please turn in (or scan out) the cage card to be **Terminated** rather than **Reporting a Mortality**

Requesting Terminations

Requesting a Termination

1. Open the Researcher menu and click **Request Termination**

Termination ▾ hide

* Effective Date: [   ] 📅

○ I am requesting that these cage cards be terminated in the system, the animals have already been euthanized.
○ I am requesting that LAR Technical Services euthanize these animals and terminate these cage cards, and I have marked the appropriate cages to confirm the euthanasia request.
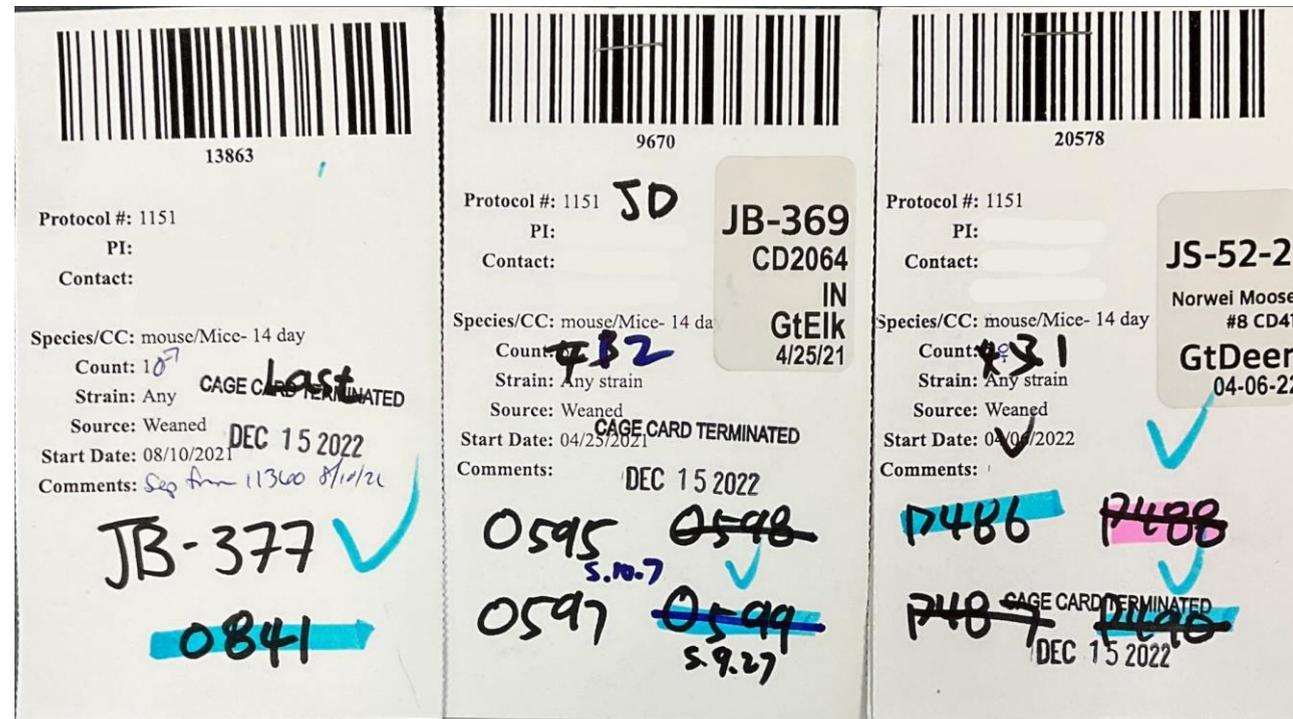
Current (Cards: 0, Animals: 0)

Cage Card Id: 🔍

2. Select the **Effective Date** when the animals were/are to be euthanized.
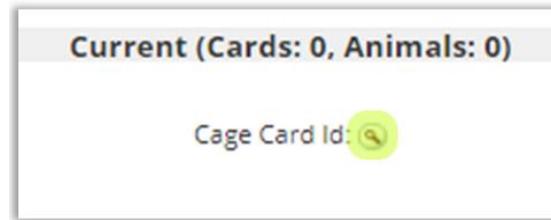
3. Select the appropriate radio button for your request.

- If you are requesting to have Tech Services euthanize your animal(s), you must clearly mark the physical cards to avoid confusion. Write "**Sac**" or "**Sacrifice**" in large letters on the card(s).

- LAR Tech Services requires a 2-business day notice.

- Cages may be euthanized later than the date requested, however, per diem charges will stop on the date requested, if the required 2-business day notice was given.

- You will be able to see the status of the request in the All My Requests search.

For your cards to be terminated in AMS, you must turn in your physical copies.

1. Turn in your card(s) to the closest terminated cage card drop box (cards inside a barrier can be autoclaved out)

2. Cards can also be scanned and emailed to lar_animal_census@Mail.ColoState.EDU

4. Click the **Magnifying Glass** next to **Cage Card Id** to open Cage Card search

- If you have a single cage card to terminate, enter the **Cage Card ID** into the top field

- If you have multiple cage cards to terminate, you can narrow the search by filling out additional fields

    - You can search for multiple cards at once by separating the card numbers with a vertical bar (shift + \)

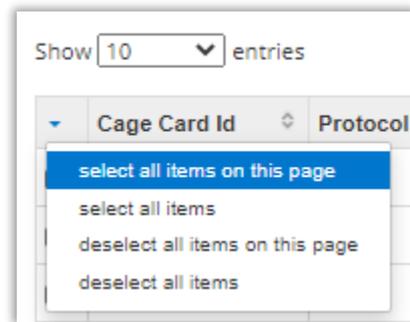   - You can also use a wildcard function (*) in your searches

        Ex.: Entering 184* in the **Cage Card ID** field will return all cards starting with 184

5. Click **Search**

Colorado State University

6. Check the box or boxes next to the desired cage card(s)

- To select all cards on a page or in the table, click on the arrow in the top left corner and select the desired option

7. Press the Return Selected button at the bottom of the page

Show [10 ∨] entries

Show [10 ∨] entries

	Cage Card Id	Protocol
	select all items on this page	
	select all items	
	deselect all items on this page	
	deselect all items	

Show [10 ∨] entries

|	Cage Card Id	Protocol Number	Principal Investigator	Cost Center	Location	Species
☑	18478	1208		Hamster	RBL - A133B	hamster
☑	18485	1208		Hamster	RBL - A133B	hamster
☑	18473	1208		Hamster	RBL - A133B	hamster
☑	18489	1208		Hamster	RBL - A133B	hamster
☐	18477	1208		Hamster	RBL - A133B	hamster
☐	18495	1208		Hamster	RBL - A133B	hamster
☐	18483	1208		Hamster	RBL - A133B	hamster
☐	18472	1208		Hamster	RBL - A133B	hamster
☐	18482	1208		Hamster	RBL - A133B	hamster
☐	18487	1208		Hamster	RBL - A133B	hamster

Showing 1 to 10 of 43 entries

return selected

8. The selected cage cards will show up in the request now

- If you need to add any more cage cards, you can repeat your search and return the selected cards

- If you need to remove a cage card from the request, click **Delete** in the upper-right corner of the card

9. Once all terminated cage cards have been added, click **Submit** at the bottom of the page, or **Save** this allocation to revisit later
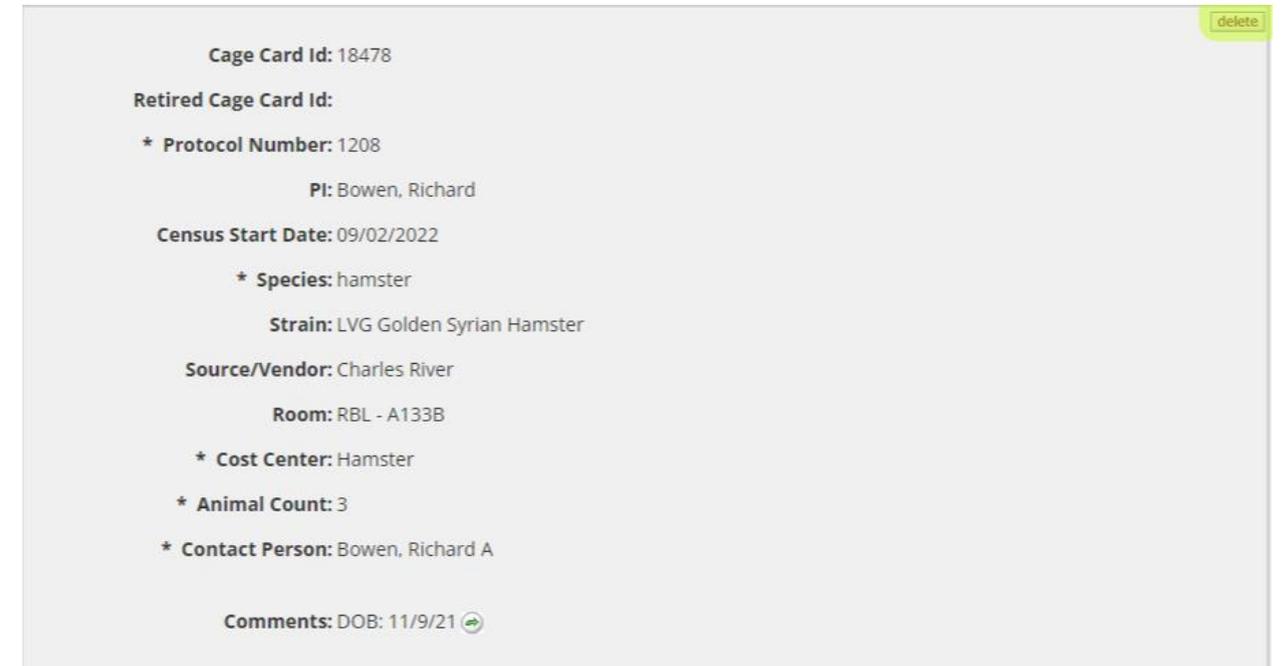
10. If you have euthanized the animal(s) yourself, you must:

- Write TR + termination date on the cage card(s)

    - The TR notifies LAR that a termination request is pending in AMS.

    - Cage cards without a termination date written on them will be stopped on the date they are received.

11. The terminated cage card will be approved in the system upon receipt of the cage card.

- Scan cage card(s) to the lar_animal_census@Mail.ColoState.EDU with '**Termination**' in subject line

    OR

- Turn in the physical cage card(s) to the closest terminated cage card drop box

- Cage cards inside a barrier can be autoclaved out.

12. Deposit cards at one of the collection locations:

South Campus

- TMI LAR Meds cabinet
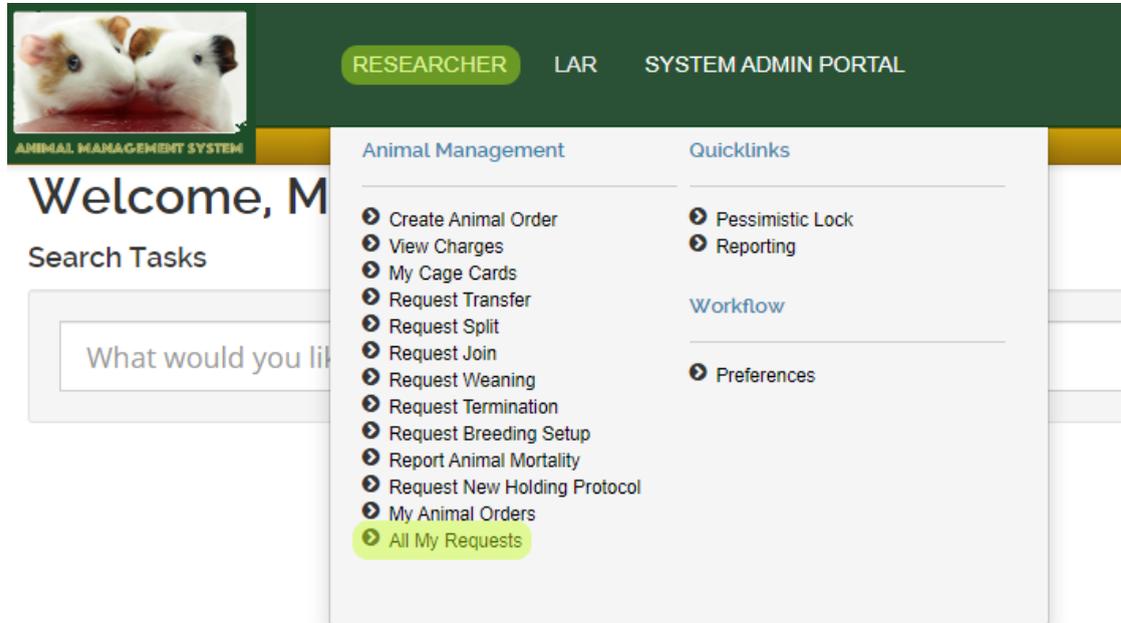- Bay 100 breakroom wall-pocket

Foothills Campus

- ARBL EN114 hallway
- BRB locator board box
- RBL breakroom
- RIC basement wall pocket

Main Campus

- Painter Center front desk card box

View your Requests

Open the **researcher** menu and click **All My Requests.**

The **Animal Allocation Lookup** page will load with your name in the **Protocol Person** field. From there, you can fill in additional fields to narrow your search.

You can click the **View** button to open any of your requests. You can sort the results by clicking any of the column headers. You can also exp[ort the results to different formats by using the buttons at the top right.

The **Allocation Status** will tell you what stage of approval or disapproval each request is in.
- **In Progress** means that a request has no been submitted.
- **Awaiting Approval** means a request has been submitted but has not been approved by an admin.
- **Request Cancelled** means that a submitter canceled their request.

Notes:

- 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 is not issued for cage cards not turned in before a billing cycle closes. Labs are responsible for verifying their census before billing closes every month.

- The billing cycle ends on the 20th of each month.

- Cage cards can still be turned in without having to put in a termination request online. LAR business office staff will stop census on the cage cards.

- Terminated Cage cards from satellite facilities are returned to Painter on Friday afternoons to be processed.

If you have any questions, please reach out to:
lar_animal_census@Mail.ColoState.EDU
(970)491-6012

Thank you