

# CU Boulder – Topaz Elements **TOPAZ** Elements

### OAR Staff User Guide

Last Updated: 2018-10-12

#### Preface:

This guide provides an overview of how manage animal order receipts and cage cards in the vivarium.

. ANIMAL ORDERS	1
CREATE RECEIPT	1
DOCUMENT ANIMAL ARRIVALS (I.E. COMPLETE THE RECEIPT)	5
PRINT CAGE CARDS	/ ۵
CAGE CARD VARIANCE – METHOD 7 (1 REI ERRED)	
ANIMAL IMPORTS	
SUBMIT A COMPLAINT	15
RUN AN ARRIVAL REPORT	19
EDIT CAGE DETAILS	21
. WEANINGS	23
LAB-MANAGED COLONIES – ORDER CARDS FOR WEANING	23
OAR-MANAGED COLONIES – WEANING FORMS	
. TRANSFERS	28
. SPLITTING CAGES	35
. SPECIAL USE CARDS	39
Replace Lost/Damaged Cards	39
EDIT EMERGENCY CONTACT INFORMATION	41
. MOBILE ANIMAL CENSUS	43
PERFORM CENSUS USING SCANNER	43
RESET SCANNER DATABASE	47
TURN THE SOUND ON/OFF ON THE SCANNERS	50
. PROTOCOL FAQS	52
	ANIMAL ORDERS. CREATE RECEIPT



### 1. Animal Orders

To create a receipt, print cards, and complete the receipt in one continuous transaction, follow this workflow: Create Receipt > Document Animal Arrival > Complete the Receipt > Create Cages & Print Cards > Submit Complaints (if necessary)

#### **Create Receipt**

**Step 1:** Hover your cursor over the *Product Selector* in the top left corner of the screen. A menu will appear. Under *Operations*, click on **Animal Orders**.





**Step 2:** Hover your cursor over the green truck for **Receipts**. (A menu will appear.) Select **Create Receipts**.



Step 3: In the *Delivery* window, select the order being received.

Delivery Date	Department	Delivery #	Requisition #	Species	Strain/Stock/	Vendor	Protocol #	Principal In
8/28/17	Molecular Cellul	1	18WEAN2569	Mouse #1	GEM - Yi		2545	Yi, Rui
8/28/17	Molecular Cellul	2	18WEAN2570	Mouse #1	MYH8 C57Bl/6::		2351-16FEB201	Leinwand, L
9/4/17	OAR	1	18TEST2572	Mouse #1	129	Charles River La	2514	Hoeffer, Ch
9/4/17	OAR	1	18WEAN2573	Mouse #1	GEM - Olwin La		2516	Olwin, Brad
9/5/17	OAR	1	18TEST2561	Mouse #1	P1f	Jackson Labora	2545	Yi, Rui
9/5/17	OAR	2	18TEST2572	Mouse #1	129	Charles River La	2514	Hoeffer, Ch
9/6/17	OAR	19	18ENV033	Rat #1	Long Evans	ENVIGO	2543	Reuter, Jon
9/11/17	Psychology and	1	18ENV002	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li
9/11/17	OAR	3	18TEST2572	Mouse #1	129	Charles River La	2514	Hoeffer, Ch
9/18/17	Psychology and	1	18ENV007	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li
9/21/17	RIO	1	18IMP09.20	Amphibians #1	Bullfrog, Americ		2527	Barth, Dani
9/25/17	Psychology and	2	18ENV007	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li
10/2/17	Psychology and	3	18ENV007	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li
10/9/17	Psychology and	4	18ENV007	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li
10/16/17	Psychology and	5	18ENV007	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li
10/23/17	Psychology and	6	18ENV007	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li
10/30/17	Psychology and	7	18ENV007	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li
11/13/17	Psychology and	9	18ENV007	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li
1/20/17	Psychology and	10	18ENV007	Rat #1	Dark Agouti	ENVIGO	2412	Watkins, Li



#### Step 4: In the window, select Receipt Form.

Select Receipt Form		Q Quick Fin	der 🛛 🕲
Name	Description	Туре	
Receipt Form	OAR Standard Receipt Form	Receipt	
		0	Cancel
		-	

**Step 5:** Open the third section, **Special Requirements Section**. Review the comments in these fields, especially *Delivery Comments*.

Outline	\$20
Q Quick Finder	3 0 I9 10 ±
+ 1 Animal Order Information	
± 2 Receipt Information	
3 Special Requirement Section	
Emergency Contact	
Emergency Phone	
Age, Weight, or Special Conditio	n
Delivery Comments	
Order surplus	
Cage Card Comments	
Parent Cage Number	
Wean Request: Card Handling Ir	nstruction
+ 4 OAR Office Use Only	



**Step 6:** Open the second section, **Receipt Information**. Verify the *Housing Location*, *Cage Type*, and *Number Per Cage*.

Outline	*20
Q Quick Finder	💿 😼 🗄
1 Animal Order Information	
2 Receipt Information	
Performed By	
Receipt Date	
Animals Received	
Birth Date	
Housing Location	
Cage Type	
Number of Cage Cards Needed	
Number Per Cage 🖌 🗕	
1 3 Special Requirement Section	
1 4 OAR Office Use Only	

Step 7: Click Save.



#### **Document Animal Arrivals (i.e. Complete The Receipt)**

Step 1: Open the second section, **Receipt Information**, and verify the number under **Animals Received**.

Step 2: Enter Birth Date listed on the packing slip.

Create Receipts	- Carata Gagan Carata Georgialata Ald Delivery Base	
Outline	Receipt Form           Ventions         12         0         2         1         0	G 3
Animal Order Information     2 Receipt Information	2 Receipt Information	
Receipt Date	Performed By	
Animals Received Birth Date	Low Wet, Michael	
Housing Location Cage Type	Receipt Date Riscolpt Date	•
Number of Cage Cards Needed Number Per Cage	Completed Date and Time: 8/20/18	
3 Special Requirement Section	Annual Research	
4 OAR Office Use Only	Animals Received Animals Received Requested: Males 2 Females 2 Either 0 4 Total Requested	
	Accepted:         Males         2         Pemales         2         4         Total Accepted           Not Accepted:         Males         0         Pemales         0         Total Not Accepted	
	Birth Date Complete if all animals in this delivery have the same DOB	
	7/20/18	
	HA ARK Esction 2 of 4 NEXT P PH	

- If there is a **SHORTAGE**, enter the correct number of animals received. Then <u>Submit a</u> <u>Complaint</u>. Do this if the shortage results from animals arriving sick or injured as well.
- If there is a **SURPLUS**, determine whether extra animals are to be received or added to a holding protocol. (See comments under **Order Surplus**.)
  - o If receiving, enter the actual number being accepted under Animals Received.
  - If adding to a holding protocol, enter the numbers being accepted/not accepted, then <u>Submit a Complaint</u> – OAR Administration will contact you regarding the surplus.



**Step 3:** Open the third section, *Special Requirement Section*, under **Delivery Comments**, verify that the special housing or other instructions given by the requestor were completed.

Create Receipts	Constructions Construction Add Conference Const	
Outline @&Q	Receipt Form	10 H
(Q. Quick Finder 0) 🔯 🖽	Verdana 12 - B T U Ar - E E al a di eg en 1, 7, 1	
Animal Order Information     Receipt Information	3 Special Requirement Section	ĥ
3 Special Requirement Section	Emergency Contact	
Emergency Contact	Emergency Contact Name	
Emergency Phone	test	
Age, Weight, or Special Condition		
Delivery Comments	Emergency Phone	
Order surplus	Emergency Contact Phone	
Cage Card Comments	test	
Parent Cage Number		
Wean Request: Card Handling Instruction	Age, Weight, or Special Condition	
	This information is provided by the requester at ordering - please confirm against receipt and order.	-
	Delivery Comments	0
	Order surplus By default add extras to the protocol unless other instructions are indicated below. If "holding protocol" is indicated, do not add extras to the accepted number animals; instead create a manual cage card ted to the holding protocol for the extra animals.	of .
	BALA SECTION 3 OF 4 NEAT P M	

Step 4: Click Save, then Complete. An e-signature window will appear. Enter your CU IdentiKey and Password.



Step 5: An email template window will appear. Edit the email, if necessary, then click Send.



#### **Print Cage Cards**

With the receipt saved, continue to print your cards.

Step 1: Click Create Cages.



Step 2: In the *Generate Cages* window, verify the information and click **Generate Cages**.

Generate Cag	es			8
CAGE INFORMATIO	DN		RECEIPT INFORMA	TION
Location	V115B		Requisition Number	18TEST2605
Cage Status	New		Receipt Date	9/9/18
Cage Type	Mouse Conventional		Protocol Species	2427-24MAR2019 (Mouse)
Males / Cage	2		PI	Reuter, Jon D.
Females / Cage	2	П	Males	2
MALE CAGES:	1		Females	2
FEMALE CAGES:	1		Total Animals	4
TOTAL CAGES	2			
			( Car	Cancel

Step 3: In the left side of the grid, check the boxes next to the desired cages.

• <u>What to do about Cage Card Variances?</u> (i.e. The number of cages needed does not match the system generated number.)

Step 4: Click Create.

💠 Animal Census 🏠 Main Cages Animals Mobile Reports									Well, Michael						
Cre	ate Ca	iges f	from	Receipts	Guate	S. 4	🥖 🥂	Mark Corporation	de .						Quick Finder
5	lnimal emale	and C s 2	age In Males	formation <b>2</b> Total	Animals: 4 Ma	ale Cages: 1	Female Cages:	1 Total Cages: 2							v.
				Cage IC	Cage Status	Gender	# of Animals	Cage Type	Protocol	Location	Per Diem Staff Account	Animal Owne	Species	Strain/Stock/	Manual Cage Rec
1	0	•	0	37371	New	Female	2	House Conventional	2427-24M4R2019 (Nous	V1158	Reuter, Jon D 12800049	Pfister, Barbara	Mouse	RORgt	
1	0	•	P	37372	New	Male	2	Mouse Conventional	2427-24M4R2019 (Mous	V115B	Reuter, Jon D 12800049	Pfister, Barbara	Mouse	RORgt	

Step 5: Click Print Cage Card.





**Step 6:** In the *Print Cage Cards* window, select **Cage Card (Standard)** for the template. Enter any additional notes in the comments box that you want to be displayed on the cage card. Then click **Generate Cage Card**.

📳 Print Cage Car	ds	0
Number of Cage Cards	2	
Cage Card Template	Cage Card (Standard)	0
Cage Card Comments		
	Generate Cage Card	cel

**Step 7:** A PDF of new cards will be generated inside the Topaz window. Save and/or print the cards, as needed.

ID 00000373	71 🔊		
PI: Reut	er, Jon D.	EMER Contac	t: test
Protocol #: 2427 Strain: ROF	7-24MAR2019 Rgt	EMER Phone:	test
DOB: Arrival/Wean Date:	7/20/2018 9/9/2018	Parent Cage: Room:	test Wilderness, V115B
Req # / Wean ID:	18TEST2605	Cage Type:	Mouse Conventional
Comments: te Staff Notes:	est		
ID 00000373	371		



#### Cage Card Variance – Method 1 (Preferred)

When creating cages, Topaz takes into account the # animals being received and the # animals per cage that was set in the original requisition. However, there may be times when the number of cages the system generates exceeds the actual number needed by the lab.

There are two methods you can use to reconcile the cage card variance:

- 1) Manually adjust the # animals per cage so that less cages are generated.
- 2) Create all cage cards and deactivate cards that are not needed.

Method 1 – Manually adjust the # animals per cage so that less cages are generated.

Step 1: Check the Number of Cage Cards Needed on the receipt under the *Receipt Information* section.

Open Draft Receipts	Create Completes Md Dalmery Ree	
Outline	18TE512605 (9/9/18 - #1) Verdana - 12 - 8 7.0	<b>1</b>
Animal Order Information     2 Receipt Information     Performed By     Receipt Date	Birth Date Complete if all animals in this delivery have the same DOB 7/20/18	·
Animals Received Birth Date Housing Location Cage Type Number of Cane Cards Needed	Housing Location Housing Location © Wilderness, V1158	o
Number Per Cage	Саде Туре Саде Туря	٠
The care officer one officer	Mouse Conventional Number of Cage Cards Needed Enter the number of new cages that need to be created. 2 Number Per Cage Number Per Cage Males: 2 Females: 2	
	Her A BACK Section 2 of 4 NEXT > 004	



Step 2: Adjust the number of males and females per cage until the Total Cages matches the number of cages needed. (When you increase the number per cage, the total cages created goes down.) Then click Generate Cages.

0.0000000000000000000000000000000000000	2012			
INFORMATIO	N	_	RECEIPT INFORMAT	ION
Location	A1871D	2	Requisition Number	181E512600
Cage Status	In		Receipt Date	9/19/2018
Cage Type	Mouse Ventilated		Protocol Species	2351-16FEB2019 (Mouse)
Males / Cage	3		Males	15
males / Cage	) <b>H</b>		Females	20
ALE CACES	- 14		Total Animals	35
ALE CAGES	7			
nue unues.				
AL CAGES	12			
			(	Generate Cages
rate Cag	es		(#	Generate Cages
rate Cag	es N		RECEIPT INFORMAT	Generate Cages 🥝
rate Cag	es DN A1871D		RECEIPT INFORMAT Requisition Number	Generate Cages 200
rate Cag INFORMATIK Location Cage Status	es DN A1871D In	2	RECEIPT INFORMAT Requisition Number Receipt Date	Generate Cages 2000
rate Cag INFORMATIX Location Cage Status Cage Type	es DN A1871D In Mouse Ventilated		RECEIPT INFORMAT Requisition Number Receipt Date Protocol Species	Generate Cages CON 18TEST2600 9/19/2018 2351-16FEB2019 (Mouse)
rate Cag INFORMATIN Location Cage Status Cage Type Males / Cage	es DN A1871D In Mouse Ventilated		RECEIPT INFORMAT Requisition Number Receipt Date Protocol Species PI	Generate Cages
rate Cag INFORMATIX Location Cage Status Cage Type Males / Cage	es DN A1871D In Mouse Ventilated 5		RECEIPT INFORMAT Requisition Number Receipt Date Protocol Species PI Males	Generate Cages
rate Cag INFORMATIX Location Cage Status Cage Type Males / Cage males / Cage	es DN A1871D In Mouse Ventilated S 8		RECEIPT INFORMAT Requisition Number Receipt Date Protocol Species PI Males Total Animals	Generate Cages CON 18TEST2600 9/19/2018 2351-16FE82019 (Mouse) Leinwand, Leslie L. 15 20 35
rate Cag INFORMATIN Location Cage Status Cage Type Males / Cage males / Cage ALE CAGES:	es DN A1871D In Mouse Ventilated S B B 3		RECEIPT INFORMAT Requisition Number Receipt Date Protocol Species PI Males Females Total Animals	Generate Cages CON 18TEST2600 9/19/2018 2351-16FEB2019 (Mouse) Leinwand, Leslie L 15 20 35
rate Cag INFORMATIN Location Cage Status Cage Type Males / Cage males / Cage ALE CAGES: ALE CAGES:	es DN A1871D In Mouse Ventilated 5 8 8 3 3		RECEIPT INFORMAT Requisition Number Receipt Date Protocol Species PI Males Females Total Animals	Generate Cages
rate Cag INFORMATIX Location Cage Status Cage Type Males / Cage males / Cage ALE CAGES: ALE CAGES	es DN A1871D In Mouse Ventilated S S S 3 3 5 6		RECEIPT INFORMAT Requisition Number Receipt Date Protocol Species PI Males Females Total Animals	Generate Cages
rate Cag INFORMATIX Location Cage Status Cage Type Males / Cage males / Cage Males / Cage ALE CAGES: ALE CAGES:	es DN A1871D In Mouse Ventilated 5 8 3 3 3 6		RECEIPT INFORMAT Requisition Number Receipt Date Protocol Species PI Males Females Total Animals	Generate Cages
rate Cag INFORMATIX Location Cage Status Cage Type Males / Cage males / Cage Males / Cage ALE CAGES: ALE CAGES: AL CAGES	es DN A1871D In Mouse Ventilated 5 8 8 3 3 6		RECEIPT INFORMAT Requisition Number Receipt Date Protocol Species PI Males Females Total Animals	Generate Cages

**Step 3:** You may receive a warning if the adjustment was higher than the maximum allowable animals per cage type. – If the adjusted number of male cages and female cages is correct, click **Override**.

Warning	
The number of Females of animals specified on t	animals per cage exceeds the number the selected cage type
	Override 🧭 Cancel



**Step 4:** Check the box at the top of column to select all the cages.

¢	No Anin Female	nals W es: O	/ithou M	it Housing ales: 0	Anima Female	l and Cage Info es 20 Males	rmation 15 Total	Animals: 35 Male Ca	iges: 3 Female Cages: 3 T	otal Cages: 6
			_	Cage ID	Cage Stati	Gender	# of Ar	Cage Type	Protocol	Location
	0	0	0	37379	In	Female	8	Mouse Ventilated	2351-16FEB2019 (Mouse	A1B71D
	•	0	Ø	37380	In	Female	8	Mouse Ventilated	2351-16FEB2019 (Mouse	A1B71D
	Đ	0	0	37381	In	Female	4	Mouse Ventilated	2351-16FEB2019 (Mouse	A1B71D
	•	0	0	37382	In	Male	5	Mouse Ventilated	2351-16FEB2019 (Mouse	A1B71D
	•	0	1	37383	In	Male	5	Mouse Ventilated	2351-16FEB2019 (Mouse	A1B71D

Step 5: Click Create.



Step 6: Click Print Cage Card.



**Step 7:** In the Print Cage Cards window, select **Cage Card (Standard)** for the template. Enter any additional notes in the comments box that you want to be displayed on the cage card. Then click **Generate Cage Card**.

📳 Print Cage Car	ds	0
Number of Cage Cards	6	
Cage Card Template	Cage Card (Standard)	O
Cage Card Comments		
	Generate Cage Card	<b>Cancel</b>



#### Cage Card Variance – Method 2

Method 2 - Create all cage cards and deactivate cards that are not needed.

**PLEASE NOTE:** This method, in which you accept the total cages number generated by Topaz, does *NOT* stop the unselected cage IDs from being created – it only stops the creation of cards from being printed. If a **cage ID** is "generated" then *it is active accruing per diem*, even if the **cage card** was not "created." These unchecked cages will need to be DEACTIVATED.

Step 1: Check the Number of Cage Cards Needed on the receipt under the *Receipt Information* section.

Open Draft Receipts	Create Complaints Add Delivery Print	
Outline Q2O	18TEST2605 (9/9/18 - #1)	
Q. Quick Finder	Verdana 12 - B I U A - Ξ Ξ 🖬 🖩 🖓 🕪 🕀 🗮 Į	
1 Animal Order Information		-
2 Receipt Information	Birth Date	
Performed By	Complete if all animals in this delivery have the same DOB	
Receipt Date	7/20/18 15	
Animals Received		
Birth Date	Housing Location	
Housing Location	Housing Location	h
Cage Type	© Wildemess, V1158	
Number of Cage Cards Needed		
Number Per Cage	Cage Type	
3 Special Requirement Section	Саде Туре	
H 4 OAR Office Use Only	Mouse Conventional	
	Number of Cage Cards Needed	
	2	
	Number Per Cage	
	Number Per Cage	
	Males: 2 Females: 2	
	🔫 < BACK 🔀 Section 2 of 4 🛛 NEXT 🕨 🍽	

**Step 2:** Accept the system-generated number of cages by clicking **Create Cages** – even if the number is incorrect.

Step 3: Check the number of cage cards to create and click Create.



NOTE: The unchecked lines are still ACTIVE CAGE IDs and accruing per diem.



#### Step 4: Click Print Cage Cards.



**Step 5:** In the Print Cage Cards window, select **Cage Card (Standard)** for the template. Enter any additional notes in the comments box that you want to be displayed on the cage card. Then click **Generate Cage Card**.

Print Cage Car	ds 🛛 🕀
Number of Cage Cards	6
Cage Card Template	Cage Card (Standard)
Cage Card Comments	Generate Cage Card

Step 6: Return to the Animal Census/Cages menu and select Deactivate Cages.





Step 7: Click Select Cages – enter the cage number(s) to deactivate.

**Step 8:** In the next window, find and select the extra cage IDs that were generated and need to be deactivated. Click **OK**.

#### Step 9: Click Deactivate Cages.

Deactiv	vate Cages	ect Cages Deactivate	Cages Clear Grid		
Enter or	Scan Cage ID	Er	nter		
	Cage ID	Is Manual	Status	Species	Protocol
•	37381	No	In	Mouse	2351-16FEB2019
•	37382	No	In	Mouse	2351-16FEB2019

**Step 10:** Select the date the cages were created (most likely today's date if you are deactivating immediately). Click **OK**.

Deact	ivate Cages	ct Cages Deactivate	Cages Clear Grid		
Enter o	r Scan Cage ID	Er	nter		
	Cage ID	Is Manual	Status	Species	Protocol
•	37381	No	In	Mouse	2351-16FEB2019
•	37382	No	In	Mouse	2351-16FEB2019
	C Sele En dead 9/1	ect Effective Date ter the date you wa trivation to become 9/2018	ant cage e effective		



#### **Animal Imports**

Process these in the same manner as animals ordered and received from a vendor. See <u>Animal Orders</u>.

#### **Submit A Complaint**

Submit a complaint to report any discrepancies between the order placed and what arrived, e.g. shortages, overages, dead or injured animals. You may also use a complaint to report other issues such as wrong delivery location, wrong strain, etc.

**Step 1:** Hover your cursor over the *Product Selector* in the top left corner of the screen. A menu will appear. Under *Operations*, click on **Animal Orders**.







#### Step 2: Hover your cursor over Complaints. A menu will appear. Select Create Complaints.

Step	3: lı	n the	Select	Receipt	window.	select t	he rea	uisition	from	the I	list.
P	••••					0010011		0.10101011			

Delivery Date	Vendor	Requisition #	Protocol #	Principal Inve	Requester	Species	Received Date	Housing Lo
3/2/15	ENVIGO	15HSD187	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Mouse	3/2/15	Gold Transg
3/30/15	Jackson Labora	15JAX048	1301.05-4FEB2	Leinwand, Lesli	Pfister, Barbara	Mouse	3/30/15	Gold Transg
3/30/15	ENVIGO	15HSD198	1312.11-14FEB	Lowry, Christop	Pfister, Barbara	Rat	3/30/15	Ramaley, N
4/6/15	ENVIGO	15HSD215	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Mouse	4/6/15	Gold Conver
4/6/15	ENVIGO	15HSD213	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Rat	4/6/15	Gold Transg
4/6/15	ENVIGO	15HSD214	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Mouse	4/6/15	Gold Transg
4/6/15	ENVIGO	15HSD216	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Rat	4/6/15	Muenzinger
4/6/15	ENVIGO	15HSD217	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Mouse	4/6/15	Muenzinger
4/6/15	ENVIGO	15HSD219	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Rat	4/6/15	Ramaley, N
4/6/15	ENVIGO	15HSD218	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Mouse	4/6/15	Ramaley, N
4/6/15	ENVIGO	15HSD205	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Mouse	4/6/15	IBG, 271
4/6/15	ENVIGO	15CMPT001	1205.11-13JUN	Brining, Dougla	Pfister, Barbara	Rat	4/6/15	Muenzinger
4/6/15	ENVIGO	15HSD211	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Mouse	4/7/15	BioFrontiers
4/6/15	ENVIGO	15HSD212	1303.01-25MAF	Reuter, Jon D.	Pfister, Barbara	Rat	4/6/15	BioFrontiers
4/13/15	National Institu	15NIA011	1404.02-10JUN	Martens, Christe	Pfister, Barbara	Mouse	4/13/15	Gold Conver
4/13/15	ENVIGO	Holding 041315	1205.11-13JUN	Brining, Dougla	Pfister, Barbara	Rat	4/13/15	Muenzinger
4/20/15	ENVIGO	15HSD225	1403.03-5MAY2	Watkins, Linda	Pfister, Barbara	Rat	4/20/15	Muenzinger
4/20/15	ENVIGO	15HSD229	1408.04-10SEP	Saddoris, Micha	Pfister, Barbara	Rat	4/20/15	Muenzinger
4/20/15	ENVIGO	15HSD227	1312.11-14FEB	Lowry, Christop	Heinze, Jared	Rat	4/20/15	Ramaley, N
					22.0 2 4			- · ·



Step 4: Select Complair	t Form from the Select	t Complaints Form window.
-------------------------	------------------------	---------------------------

elect Complaints Form		Q Quick Finder
Name	Description	Туре
Complaint Form	OAR Vendor Complaint Form	Complaint

**Step 5:** Under *Complaint Information*, select the reason for submitting your complaint from the list.

• If your reason is not listed, select *Other* and enter an explanation under **Additional Complaint Information**.

Step 6: Enter any additional information under Additional Complaints Information.

Step 7: Click the Save button.

Animal Orders 🏠 Main For	ms Orders Reviews Receipts <b>Complaints</b>	La Constant
Create Complaints		
Outline 020	Complaint Form	10 🙀
Q Quick Finder	Verdana 12 * 8 J U ▲ * Ξ Ξ Ξ Ξ = = = = = = = = = = = = = = =	
+ 1 Receipt Information	E 2 Complaint Information	1
Complaint Date	Complaint Date	
Staff Filing Complaint	Complaint Date	
Complaint Type	9/9/18 15	
Additional Complaint Information		
1 3 Resolution Information	Staff Filing Complaint	*
	Staff Filing Complaint	
	La Contraction Con	
	Complaint Tuna	
	Complaint Type	
	Additional Complaint Information	
	Additional Complaint Information	
	🛤 🗨 BACK 📔 Section 2 of 3 🛛 NEXT 🕨 👀	



Step 8: Click the Status button.

• A new Set Status window will appear and the "Submitted" status will be selected. Click the **Set Status** button to finalize and submit the complaint form.

Create (	Complaints	Save	Status	Print
Set Status			0	
Submitted	Submitte	ed		
	Set :	Status	Cancel	

Step 9: An email template window will appear. Edit the email, if necessary, then click Send.



#### **Run An Arrival Report**

The OAR office notifies each facility of upcoming deliveries; however, if you would like to verify upcoming animal deliveries on your own, you can run an arrival report.

Step 1: From the Topaz homepage, under *Places*, click on My Dashboard.

•				Weil, Michael Topaz	\$ ?
	TOPAZ	Elements			
		1			
Places	Compliance	Operations	Management		
Administration	Animal Protocols	Animal Orders	Veterinary Management		
My Dashboard	Staff Training	Animal Census	TOPAZ Reporter		
TOPAZ Website		Animal Billing			
		Cost Accounting			

**Step 2:** In the menu on the left, click on **Deliveries**. The table will show a list if upcoming deliveries.

🗰 My Dashboard	1	My Dashbo	ard									4	eil, Michael
Here Add Dashboards	Delive	eries		3 😕						Filt	er: Not Set		-
My Protocols		Delivery Date	Delivery #	Requisition N	Species	Strain/Stock/	Completed D	Vendor Name	Request ID	Ship To Addr	Protocol Nun	Principal Inve	Housir
		9/5/17	1	18TEST2561	Mouse	P1f		Jackson Labora	2561	Gold Transgenic	2545	Yi, Rui	Gold T +
My Orders		9/5/17	2	18TEST2572	Mouse	129		Charles River Li	2572	Gold Transgenic	2514	Hoeffer, Charle:	Gold T
		9/6/17	19	18ENV033	Rat	Long Evans		ENVIGO	2447	BioFrontiers	2543	Reuter, Jon D.	BioFro
Deliveries		9/6/17	20	18ENV033	Rat	Sprague Dawley	9/6/17 3:28 PM	ENVIGO	2447	BioFrontiers	2543	Reuter, Jon D.	BioFro
De la Alfreda		9/11/17	1	18ENV002	Rat	Dark Agouti		ENVIGO	2315	Muenzinger	2412	Watkins, Linda	Muenz
Receipts/ weanings		9/11/17	3	18TEST2572	Mouse	129		Charles River Li	2572	Gold Transgenic	2514	Hoeffer, Charles	Gold T
May Rille		9/18/17	1	18ENV007	Rat	Dark Agouti		ENVIGO	2343	Muenzinger	2412	Watkins, Linda	Muenz



**Step 3:** Click *Inter* button in the top right corner of the dashboard screen to open the *Filter Panel*.

Step 4: In the *Filter Panel*, click <sup>\*\*</sup> the **Create New Filter** button.

Step 5: Follow these four steps:

- a. Enter a name in the Name field if you plan to save the filter.
- b. In the drop-down menu, select **Delivery Date** from the list.
- c. For *Period*, select **Next Week**.
- d. Click Save.

Filter: Not Set	
Name:	Default
Delivery Date	-
NOT Period: Next Week	-
From 9/17/18 15 To: 9/23/18	15

**Step 6:** If the save is successful, the filter list at the top of the screen will refresh and automatically apply the new *Named* filter. Active filters will appear in gold. This filter will be available for use in future sessions.

Filter: Weekly Arrival Report 🗸	) 🛐
🔶 💾 ಶ 🛖	
Name: Weekly Arrival Report	Default
Delivery Date	-
NOT Period: Next Week	•
From 9/17/18 15 To: 9/23/18	15

**Step 7:** With the filter applied, use the shortcut buttons at the top of the screen to print the report to Excel or PDF. Choose whichever format you prefer.

My Dashboard	1 My Dashboard
Hand Dashboards	Deliveries 🤉 💽 🗾



#### **Edit Cage Details**

To edit cage details, follow the path for the according action:

#### Cage Type or Location

 Topaz Technologies > Animal Census > Cages > Edit Cages > Select Cage (on Select Cages screen) and click OK > Select cages on Edit Cages page > Click Edit > Enter the change(s) under Comments > Save

Edit Cage	es		00
COMMON PR Effective Date Location Cage Type	OPERTIES 9/10/18 15 Wilderness, V103 Mouse Conventional	SELECTED CAGE INFORMATION Cage ID 37372 Cage Status In Species Mouse #1 S/S/B RORgt Protocol 2427-24MAR2019 PI Reuter, Jon D. Last Updated 9/9/18	
Requested By Comments	Weil, Michael Changed cage Location	2 P Save O Cancel	

# Animals, Animal Owner, Speedtype/Account, or Protocol (i.e. to transfer to another protocol)

• Topaz Technologies > Animal Census > Animals > Edit Non-ID'd Animals > On *Select Cages* screen choose the Cage ID and click OK > On *Edit Non-ID'd Animals* page choose the Cage ID and click Edit > Enter the changes(s) under *Comments* > Save

dit Non-ID'	d Animals				000
COMMON PROPER Effective Da # Anima Animal Owr Per Diem Staff Accou	ITES Ite 9/10/18 Its als 3 . Weil, Michael Itt Reuter, Jon D TEST1234	se 	ELECTED ANIM. Cage ID Species S/S/B Location Protocol Species	AL INFORMATION 37372 Mouse #1 RORgt Wildemess, V1158 2427-24MAR2019 (Mouse #1) Bautar Jon D	
Requested By WeiL Comments Chan	Michael ged the # Animals, Animal Own	ner, Per Diem Staff Account	Last Updated	9/9/18	Ø
				Save O Cance	



#### Gender or Strain (S/S/B)

 Topaz Technologies > Animal Census > Animals > Admin Edit Non-ID'd Animals > On Select Cages screen choose the Cage ID and click OK > On Admin Edit Non-ID'd screen choose the ID and click the appropriate edit button > Enter the changes(s) under Comments > Save

Admin Edit Non-ID'd Animals	Open Unterminate Edit Gender Edit S/S/B
dit Gender	
GENDER Female	SELECTED ANIMAL INFORMATION Cage ID 1 Species Rat #1 S/S/B Sprague Dawley Location Gold Transgenics, Service Location Protocol Species 2427-24MAR2019 (Rat #1) PI Reuter, Jon D. Last Updated 8/23/17
Requested By Weil Michael	
Comments Enter Reason for Change	Save Cancel
Comments Enter Reason for Change	SELECTED ANIMAL INFORMATION Cage ID 1 Species Rat #1 S/S/B Sprague Dawley Location Gold Transgenics, Service Location Protocol Species 2427-24MAR2019 (Rat #1) PI Reuter, Jon D. Last Updated 8/23/17



### 2. Weanings

There are two ways to manage weanings and request new cage cards – the method is based on WHO is performing the wean:

- 1. Lab-Managed Colonies: Labs will request new cage cards via an animal order form called Order Cards for Weaning.
- 2. **OAR-Managed Colonies**: When animals are ready to be weaned, staff will use the *Weaning Form* to create and print additional cage cards.

#### Lab-Managed Colonies – Order Cards for Weaning

Process these in the same manner as animals ordered and received from a vendor. See <u>Animal Orders</u>.

#### **OAR-Managed Colonies – Weaning Forms**

**Step 1:** Hover your cursor over the *Product Selector* in the top left corner of the screen. A menu will appear. Under *Operations*, click on **Animal Orders**.









Step 3: In the next window, select Weaning Form.

Step 4: Under *Protocol and Species*, click the Select Protocol Species button to select the protocol.

Outline 320	Weaning Form 🛛 😼 😤
Q. Quick Finder	Verdana 12 ™ BIUA. E∃EEEE 88 % ⊕, ♡ I
Weaning Information	🚼 1 Weaning Information
Protocol and Species	Wean Id
Principal Investigator	Wean Id
Per Diem Account	14162
Emergency Contact	
Emergency Phone	Protocol and Species
Performed By	Protocol and Species
Wean Date	Destand (Enviro)
Birth Date	Protoco (Species):
Number Of Animals	Description:
Housing Location	



**Step 5:** After selecting the species, click **Save** to populate the form with the associated protocol.

Create Weanings	Save Complete Reconcile	Create Carges Create Complaints Print	
Outline Q Quick Finder	© 220 8 0 15 10 10	Weaning Form	
Weaning Information     Wean Id		陆 1 Weaning Information	-
Protocol and Species Principal Investigator		Wean Id Wean Id	
Per Diem Account Emergency Contact		14162	
Emergency Phone Performed By		Protocol and Species Protocol and Species	4
Wean Date Birth Date		Protocol (Species): 2605-2605-2605 (Amphiblans)	
Number Of Animals		Description:	

**Step 6:** Complete the questions. – Please confirm **Wean Date** and **Number of Animals**. – When finished, click **Save**.

Create Weanings	Create Complaints Print
Outline	14162
I Weaning Information     Wean Id     Protocol and Species     Principal Investigator     Per Diem Account     Emergency Contact     Emergency Phone     Performed By     Wean Date	Performed By Performed By Sefformed By Weil, Michael Wean Date Wean Date Wean Date Wean Date Complete Time 10:35 AM
Birth Date Number Of Animals Housing Location Cage Type Number Per Cage Strain/Stock/Breed Crost of Compact	Birth Date Birth Date 
Lage Caro Comment Parent Cage Number or Animal Usage Explanation	Number Of Animals         Current Totals (ALL Orders)         Requested: 0       On Order: 0         Requested: 0       On Order: 0         Males: 0       Females: 0         TOTALS: 0

**Step 7:** Click on the **Complete** button. In the Complete receipts pop-up window, click **OK**. Then, click the **Save** button – an email goes to your PI.

Step 8: Now click the Create Cages button.





Step 9: Confirm the information, then click the Generate Cages button.

CAGE INFORMATION Location OAR Facilities Cage Status New Cage Type Cage Type Males / Cage 1 MALE CAGES: 1 FEMALE CAGES: 0 Wean ID 14162 Wean Date 9/3/18 Protocol Species 2605-2605-2605 (Amphibians) PI Weil, Michael Males 1 Females 0 Total Animals 1	ienerate Cag	es			0
TOTAL CAGES 1	CAGE INFORMATIO Location Cage Status Cage Type Males / Cage Females / Cage MALE CAGES: FEMALE CAGES: TOTAL CAGES	DN OAR Facilities New 1 1 1 0 1 1	Wean ID Wean Date Protocol Species PI Males Females Total Animals	14162 9/3/18 2605-2605-2605 (Amphibians) Weil, Michael 1 0 1	G

**Step 10:** In the left side of the grid, check the boxes next to the desired cages, then click the **Create** button in the secondary menu.

	An	ima	al Ce	ensus	Î	Mair	Cage	s Ani	imals M	obile	Reports							<b>L</b> we	il, Michael
Cre	ate Ca	iges f	from	Weaning	js	Create	Reset	J Edit	Animal IDs	Split	Print Cage Card							Q Quick Find	ler
100 / F	Animal emale	and C s O	age In Males	formation 1 Total	Animals:	1 Ma	ale Cages: 1	Femal	le Cages: 0	Total Ca	ges: 1						1		
	-			Cage ID	Cage S	Stati	Gender	# of A	Cage Ty	pe	Protoc	ol	Location	Per D	iem Staff Account	Animal Owne	Species	Strain/Stock/	Manual
2	0	•	Ø	37373		New	Male		1 Frog, B	ullfrog tub	2605-	2605-2605 (Amph	OAR Facilities				Amphibians		

**Step 11:** Once the cage cards are created, click the **Print Cages Cards** button in the secondary menu. Enter any notes you want visible on the card in the *Cage Card Comments* box.

📳 Print Cage Car	ds	8
Number of Cage Cards	2	
Cage Card Template	Cage Card (Standard)	C
Cage Card Comments		
	Generate Cage Card	cel



**Step 12:** A PDF of new cards will be generated in a new tab in your internet browser. Print the cards, as needed. – If using a Mac, you may need to open the PDF in *Preview* to print correctly.

ID 0000037371	
PI: Reuter, Jon D.	EMER Contact: test
Protocol #: 2427-24MAR20 Strain: RORgt	19 EMER Phone: test
DOB: 7/20/2018	Parent Cage: test Wilderness, V115B
Arrival/Wean Date: 9/9/2018 Req # / Wean ID: 18TEST26	05 Cage Type: Mouse Conventional
Comments: test Staff Notes:	
ID 0000037371	



### 3. Transfers

When transferring between protocols and/or between facilities, update the cage information (i.e. protocol and housing location) and print new cage cards in Topaz.

**Step 1:** Hover your cursor over the *Product Selector* in the top left corner of the screen. A menu will appear. Under *Operations*, click on **Animal Census**.









**Step 3:** Click The **Filter** button in the top right corner of the dashboard screen to open the *Filter Panel*.

Select	Cages Q		<b>E</b>			Filter:	Not Set	•	
	Cage ID	Cage Status	# Animals	Batch ID	Gender	Request ID	Requisition #	Principal Inve	Pr
	37372	In	2	7363	Male	2605	18TEST2605	Reuter, Jon D.	24 🔺
	37371	In	2	7363	Female	2605	18TEST2605	Reuter, Jon D.	24
	37370	In	1	7362	Male	2603	18TEST2603	Stitzel Jerry A	24

Step 4: In the *Filter Panel*, click <sup>\*\*</sup> the **Create New Filter** button.





Step 5: Select Cage ID from the drop-down menu.

**Step 6:** Enter the Cage ID numbers – separate with single spaces. Then click **<** the **Apply Filter to Grid** button.

	8 🎌 🕂	
Name:		Default
Cage II	)	
NOT	37372 37371	

Step 7: Select all cages by clicking on the checkbox in the header row. Then click OK.

ect	Cages   Q					F	ilter: Not Set	- 70 6
5	Cage ID	Cage Status	# Animals	Batch ID	Gender	Requ	🗧 💾 🏆 🛖	
8	37372	In	2	7363	Male	2605	Name:	Defau
5	37371	In	2	7363	Female	2605		
							Cage ID	•
							NOT 37372 37371	
		Page 1 (	of 1.					

Step 8: Select all cages by clicking on the checkbox in the header row. Click Edit.

Animal Census	1	Main	Cages	Animals	Mobile Re	ports
Edit Non-ID'd Animals	Open	Edit	<b>Transfer</b>	Terminate Us	sage Print Cage C	ards
<b>2</b>	Cage I	D Ger	nder	Location		Species
🥑 🤌 🧮 🐨 😨 💈	37	371 Fer	nale	Wilderness, V1	15B	Mouse #
2 🌶 🥫 🐨 🔋 🕻	37	372 Ma	e	Wilderness, V1	15B	Mouse #



**Step 9:** Update the **Animal Owner** (i.e. *Emergency Contact*) and **Staff Account**. Provide an explanation in the **Comments** box, then click **Save**.

Edit Non-ID'd	Edit Non-ID'd Animals										
COMMON PROPERTIE	s	SELECTED ANIN	IAL INFORMATION								
Effective Date # Animals	9/10/18	Cage ID Species	Selected Rows Differ								
Animal Owner	Weil, Michael	S/S/E	RORgt								
Per Diem Staff Account	Reuter, Jon D 12800049	Protocol Species	Wilderness, V115B 2427-24MAR2019 (Mouse #1)								
		" P Last Updated	I Reuter, Jon D. 9/9/18								
Requested By Weil, Mid	chael	2									
Comments Changed	l animal owner because										
			Save O Cancel								

**Step 10:** Again, select all cages by clicking on the checkbox in the header row. Then click **Transfer**.

Animal Census					s	1	Ma	ain	Cages	Anim	als	Мо	bile	Rep	orts
Edit	Non-I(	)'d Ar	nima	als		Open	e e	// dit	Transfer	Terminate	e Usa	ge	Print C	age Ca	ırds
<b></b>					-	Cage I	D	Gen	der	Location	-		-		Species
	Ø 🖡	1	0	8	2	37	371	Fen	nale	Wilderne	ss, V11	5B			Mouse #
	Ø 🖡	1	0	8	3	37	372	Mal	e	Wilderne	ss, V11	5B			Mouse #



**Step 11:** Complete the **Transfer Questions** and provide an explanation in the **Comments** box. Then click **Save**.

ransfer a	Animals			00
TRANSFER Q	UESTIONS	SELECTED ANIM	AL INFORMATION	
Effective Date		Cage ID	Selected Rows Differ	
9/10/18	15	Species	Mouse #1	
Select the Targ	get Protocol*	S/S/B	RORgt	
2340-13NOV	2018 (Mouse #1 #1)	Location	Wilderness, V115B	
What is the Int	tended Pain Category on the Target Protocol?*	Protocol Species	2427-24MAR2019 (Mouse #1)	
Were the Anim	ask Lised While on the Pravious Protocol?	PI	Reuter, Jon D.	
Yes Sele	ect Pain Category	Last Updated	9/9/18	
Requested By	Weil, Michael			
Comments	Enter Reason for Change			
			💾 Save	1

**Step 12:** IF TRANSFERING BETWEEN FACILITIES: Update the Cage Location by following the additional steps below. Otherwise, skip to the next step to print the new cage cards.

a. From the Animal Census menu, open Cages and select Edit Cages.





b. Select all cages and click **OK**.

	Cage ID	Gender	Cage Status	Requisition N	Species	Principal Inve	# Animals	Planned # An
1	37372	Male	In	18TEST2605	Mouse #1	Reuter, Jon D.	2	
1	37371	Female	In	18TEST2605	Mouse #1	Reuter, Jon D.	2	
	37370	Male	In	18TEST2603	Mouse #1	Stitzel, Jerry A.	1	
	37369	Female	In	18TEST2603	Mouse #1	Stitzel, Jerry A.	1	
	37368	Male	In	18ENV033	Rat #1	Reuter, Jon D.	2	
-	37367	Male	In	18ENV033	Rat #1	Reuter, Jon D.	2	

c. On the Edit Cages screen, choose **ID** and click **Edit**.

Edit Cag	es	Open	Ø Edit	Print Cage Cards
	Cage ID	Cage Status	Loca	tion
e 🌶	37371	In	Wilde	erness, V115B
2	37372	In	Wilde	erness, V115B

d. Update *Location* (and *Cage Type*, if applicable) and enter an explanation in the **Comments** box. Click **Save** to continue.

Edit Cage	25		0
COMMON PRO Effective Date Location Cage Type	9/10/18 9/10/18 Wilderness, V115B Mouse Conventional	SELECTED CAGE INFORMATION Cage ID Selected Rows Differ Cage Status In Species Mouse #1 S/S/B RORgt Protocol 2427-24MAR2019 PI Reuter, Jon D. Last Updated 9/9/18	
Requested By Comments	Weil, Michael Enter Reason for Change	► Save Cance	



#### Step 13: Click Print Cage Cards.

Edit	Cage	25	Open	Ø Edit	Print Cage Cards
		Cage ID	Cage Status	Loca	tion
1	Ø	37371	In	Wild	erness, V115B
	Ø	37372	In	Wild	erness, V115B

**Step 14:** If the Emergency Contact was updated in the previous step (via the Animal Owner field), then select the **Special Use Cage Card** template. Then click **Generate Cage Card**.

Print Cage Car	ds ©
Number of Cage Cards Cage Card Template Cage Card Comments	2 Cage Card (Standard)
	Generate Cage Card
Print Cage Car	ts 🚳 🖓 🖓
Cage Card Ter Spec Cage Card Con test	Card (Standard)
	Cancel
📳 Print Cage Care	ls ©
Number of Cage Cards	2

Number of Cage Cards	2	
Cage Card Template	Special Use Cage Card	0
Cage Card Comments		
(	Generate Cage Card	<b>O</b> Cancel
	6	1

**Step 15:** The Cage ID numbers have not changed, just the protocol information tied to them. So there is no need to deactivate the old cage cards, simply tear them up and discard.



### 4. Splitting Cages

This function is used to split cages for purposes other than weaning animals (e.g. cage mate aggression, separate breeders, separate for research purposes...)

Step 1: Navigate to Animal Census > Cages > Split Cages.

Animal Census 🏠 Main Cages Animals Mobile Reports			La Constant
Se	Animal Census elect Tasks from the Menus Below		
Cages Cages Create Cages from Receipts Create Cages from Weanings Create Cages Manually Edit Cages Split Cages Create Cages	Animals Asign and Maintain	Mobile Sync and Verify	
Deactivate Cages	Reports Select and Generate		

Step 2: Filter for the Cage ID of the originating cage(s).

How To Create a Filter:

• Click I the **Filter** button in the top right corner of the screen to open the *Filter Panel*.

Cages	Q		2		Filt	ter: Not Set		•
	Cage ID	# Animals	Location	Species	Protocol Num	PI	Batch ID	Per Diem
	37372	2	Wilderness, V11	Mouse #1, Mou	2427-24MAR20	Reuter, Jon D.	7363	Reuter, Jo 🔺
	37371	2	Wilderness, V11	Mouse #1, Mou	2427-24MAR20	Reuter, Jon D.	7363	Reuter, Jo
•	37370	1	TRG 284	Mouse #1	2428-22400201	Stitzel Jerny A	7362	Stitzal lar
-		Page 1 of 35820 tot	36. al record(s) found.			(	✓ ок	Cancel



• In the *Filter Panel*, click <sup>\*\*</sup> the **Create New Filter** button.

+	-	+	
10	Save F	ilter	

- Name the Filter
- Select the Filter ID from the dropdown.
- Set all Filter criteria to meet your needs.
- Enter the Cage ID number. Then click <= the Apply Filter to Grid button.

Cage ID	Gender	Cage Status	Requisition N	Species	Prine	💾 🏆 🕂	
37374	Male	In	18TEST2605	Mouse #1	Reut +	Name: Demo Filter	
37372	Male	In	18TEST2605	Mouse #1	Reut	indine. Denio Friter	
37371	Female	In	18TEST2605	Mouse #1	Reut		
37370	Male	In	18TEST2603	Mouse #1	Stitz		
37369	Female	In	18TEST2603	Mouse #1	Stitz	# Animals	
37368	Male	In	18ENV033	Rat #1	Reut	Animal ID	
37367	Male	In	18ENV033	Rat #1	Reut	Animal Owner	
37366	Male	In	18ENV033	Rat #1	Reut	0	
37365	Male	In	18ENV033	Rat #1	Reut	Batch ID	
37364	Male	In	18TEST2599	Mouse #1	Olwi	Cage ID	
37363	Male	In	18TEST2599	Mouse #1	Olwi	Cage Status	
37362	Female	In	18TEST2599	Mouse #1	Olwi	Cage Type	
37361	Female	In	18TEST2599	Mouse #1	Olwi 🕶	Cage Type	
					•	Experiment #	

Step 3: In the Cages window, select the desired Cage ID. Click OK.

Cages	Q		2		Fil	ter: Not Set		•
	Cage ID	# Animals	Location	Species	Protocol Num	PI	Batch ID	Per Diem
	37372	2	Wilderness, V11	Mouse #1, Mou	2427-24MAR20	Reuter, Jon D.	7363	Reuter, Jo 🔺
	37371	2	Wilderness, V11	Mouse #1, Mou	2427-24MAR20	Reuter, Jon D.	7363	Reuter, Jo
4	37370	1	TRG 284	Mouse #1	2428-22400 201	Stitzel Jerry A	7360	Stitzal lar
- 144		Page 1 of 35820 tot	36. al record(s) found				ок	Cancel



**Step 4:** On the *Split Pages* screen, select the Cage ID. Click the **Split Icon** in the menu bar along the top of the screen.

ndent	Ani	mal Census	5 1	Ma	in <b>Cag</b>	<b>es</b> Anima	als Mobile Re	eports
Split	Cage	s	Save	Dpen	Split	Reset Prin	nt Cage Cards Navigate	o To Edit
1		Cage ID	# Anima	als	Cage Typ	e	Location	Sp
	1	37372	¢.	2	Mouse Co	onventional	Wilderness, V1158	B Mo

Step 5: Adjust the number of cages needed and enter an explanation in the comments field.

Step 6: Click Split.

Step 7: Click OK.

Split Cages Editor					
Split By Nu	mber Of Cages	Split By Anima	als Per Cage		
Split S	plit Animals Into	3 Cage(s)			
Cage ID	Parent Cage ID	# Animals	Cage Type		
37372		2	Mouse Conventional		
Performed By					
Performed By	Weil, Michael			×	



**Step 8:** Click **Save**. – The screen will refresh. Select the cages that need to be printed (usually the originating cages do not need to be reprinted).

٠	Ani	mal Census	1	🏠 Mai	n Cag	<b>jes</b> Anim	als Mobile	Reports	
Split	Cages	; (	Save	Open 201	Split	Reset Pri	nt Cage Cards	<i>Ji</i> lavigate To Edit	
		Cage ID	# Anir	nals	Cage Ty	pe	Location		Species
	19	37372		1	Mouse C	onventional	Wilderness,	V115B	Mouse #1
	61	37374		1	Mouse (	Conventional	Wildernes	s, V115B	Mouse #1

Step 9: Click Print Cage Cards.



Step 10: In the *Print Cage Cards* window, click Generate Cage Card.

Print Cage Car	ds	8
Number of Cage Cards	1	
Cage Card Template	Cage Card (Standard)	C
Cage Card Comments		
	Generate Cage Card	ncel

Step 11: Print Cage Cards.

ID 00000373	72					
PI: Reu	ter, Jon D.	EMER Contac	et: test			
Protocol #: 242 Strain: ROF	7-24MAR2019 Rgt	EMER Phone	test			
DOB:	7/20/2018	Parent Cage:	test			
Arrival/Wean Date:	9/9/2018	Room:	Wilderness, V115B			
Req # / Wean ID:	18TEST2605	Cage Type:	Mouse Conventional			
Comments: te	est		10 B 2			
Staff Notes:						
ID 0000037372						



### 5. Special Use Cards

Also known as *Manual Cage Cards*, use this template to replace damaged/lost cage cards or update information.

#### **Replace Lost/Damaged Cards**

Cages are created manually on rare occasions for purposes <u>other than</u> new animal arrivals, weans, and cage splits. For example, to replace a cage card that was lost or damaged rendering the barcode unscannable.

Step 1: Open Animal Census. Under Cages select Create Cages Manually.





**Step 2:** Enter Cage Information to: create cages, select the cages to print, create and print cage cards. – Use the *Special Use Cage Card Template* to populate the emergency contact information. When the information is complete, click **Create Cages**.

Create Cages Ma	0		
ENTER CAGE INFORMATIO	N		
Protocol And Species	2605-2605-2605 (Amphibians #1)		
Pain Category	USDA B		
Strain/Stock/Breed	Bullfrog, American (Lithobates catesb		
Cage Creation Date	9/10/18		
Manual Cage Received Date	9/10/18		the cage will be activated in the
Location	OAR Facilities		system and incurring per diem.
Vendor	Vendor		
Cage Type	Frog, Bullfrog tub		
Per Diem Staff Account*	Weil, Michael – TEST1234		
Animal Owner	Weil, Michael		
Males / Cage	3		
Male Cages	3 Cag	just ti ge to	ne number per arrive at the total
Females / Cage	3 I	mber eding	of cage cards replacement.
Female Cages	3		
Total Cages:	6		Make sure this box is
Deduct from Protocol			UNCHECKED because this process is only for REprinting cage cards, the animals are not
	Create Cages 🖉 Cancel		new and have already been deducted from the protocol.

Step 3: On the next screen, click Create.

Animal Censu	5 🕋 Ma	ain Cages	Anima	als Mobile Report	S						
Create Manual Cages	Create	et Edit	Animal IDs	Split Print Cage Cards							
Animal and Cage Informati Females 5 Males 0 To	on tal Animals: 5	Male Cages: 0	Female C	ages: 1 Total Cages: 1							
Cage	Cage Stati	Gender	# of Ar	Cage Type	Protocol	Location	Per Diem Staff Account	Animal Owne	Species	Strain/Stock/	Manual Ca
🕑 🕒 🌽 37:	885 New	Female	5	Mouse Conventional	2427-24MAR2019 (Mous	V107	Reuter, Jon D 12800049	Mufford, Toni T.	Mouse #1	ICR	9/19/2018

**Step 4:** Select the cages and make sure *Deduct from Protocol* is **UNchecked**. Then click **Activate Cages**.



#### **Edit Emergency Contact Information**

Step 1: Navigate to Animal Census > Animals > Edit Non-ID'd Animals.



**Step 2:** Select the desired **Cage ID** numbers and click **OK**. – The screen will refresh to the *Edit Non-ID'd Animals* window.

]	Cage ID	Cage Status	# Animals	Batch ID	Gender	Request ID	Requisition #	Principal Inve	Proto
	37374	In	1	7363	Male	2605	18TEST2605	Reuter, Jon D.	2427-
	37372	In	1	7363	Male	2605	18TEST2605	Reuter, Jon D.	2427-
	37371	In	2	7363	Female	2605	18TEST2605	Reuter, Jon D.	2427-
		1	1						

Step 3: Click the pencil/edit icon.

Animal Census	1	Main	Cages	Anima	<b>Is</b> Mobile	Reports
Edit Non-ID'd Animals	Dpen (	U Edit	Transfer	Terminate	O Usage Print	Cage Cards
	Cage	ID Ge	nder	Location		Specie
- 🖉 🗑 🖉 🛯	3	7374 Ma	ile	Wilderness,	V115B	Mouse
🗆 🤌 🖬 🐨 😨 🛔	3	7372 Ma	le	Wilderness,	V115B	Mouse



Step 4: Update the Animal Owner and denote the change in the Comments box.

• The contact name and phone number will appear on the cage card as the Emergency Contact.

Edit Non-ID'd Animals			00
COMMON PROPERTIES	SELECTED ANIM	AL INFORMATION	
Effective Date 9/11/18	Cage ID	37374	
# Animals 1	Species	Mouse #1	
Animal Owner Abazaris, Jessica	S/S/B	RORgt	
Per Diem Staff Account Reuter, Jon D 12800049	Location	Wilderness, V115B	
	Protocol Species	2427-24MAR2019 (Mouse #1)	
	PI	Reuter, Jon D.	
	Last Updated	9/10/18	
Requested By Weil, Michael			
Comments Animal owner has changed from Person X to Person Y			
		Save O Cancel	

Step 5: Click Save.

Step 6: When printing, select the Special Use Cage Card template.



### 6. Mobile Animal Census

#### **Perform Census Using Scanner**

Step 1: Click the Windows Icon to open the Start menu.



Step 2: Click on MobileCensus.





Step 3: Enter your CU IdentiKey Login.

MobileCensus	🗱 📢 🎟 4:58				
TOPAZ MobileCensus					
v.3.3.	D				
User ID					
RAT54321					
Login	Exit				
123 1 2 3 4 5 6 7	8 9 0 - = 🗲				
Tab q w e r t y	u i o p [ ]				
CAPasdfgh	<u>j k i j j '</u>				
5hift z x c v b n	<u> m / +</u>				
	<u> ↓ † ⊢ →</u>				

Step 4: Scan the Location Card first (posted outside the room).



Step 5: Then scan a cage in the room.





**Step 6:** For each cage, the scanner will prompt you to enter the number of animals in the cage. In most cases, do not adjust the number, simply click **Save** and move on to the next cage. (*Under special circumstances, it might be helpful to update the number – e.g. an upcoming protocol transfer.*)

MobileCens	ius 📫 📢 🏧 5:46
Current Sca	n Info
Location:	A2B26
Cage Type:	<not scanned=""></not>
Cage Card:	29543
Nbr of Anima	ils: 1 + - Save Cancel
Menu Data M	lanual 🔤

**Step 7:** When you have finished scanning all the cages in all the rooms, upload the data to the server. Click **Data** > **Sync**.

Mobil	eCer	nsus 🛛 🚓 🕂 🗰	5:47
Curren	it Sc	an Info	
Locatio	n:	A2B26	
Cage T	ype:	<not scanned=""></not>	
Cage C	ard:	29543	
Nbr of	C	§ync	
		Choose Location	
		Scan	
		Write Location RFID	
	L	Write Cage Card RFID	
Menu (	Data	Manual	



Step 8: Enter your IdentiKey password, then click Synchronize.

MobileCensus	🗱 ┥× 🎟 5:48
Sync	hronize
Upload changes made	on mobile device to server
and download o	changes from server.
User ID:	
SIMSC	
Password:	
<b></b>	
DB Connection Nar	ne:
Topaz	
Sync	hronize
Cancel	

#### Step 9: Click Finish.





#### **Reset Scanner Database**

Step 1: Open the *Menu*, select Reset.

MobileCensu	15	<b>≠</b> (× @ 5:58
Current Scan	INFO	
Location:	New Inventory	
Cage Type:	<not scanned=""></not>	
Cage Card:	<not scanned=""></not>	
Exit		
Reset		Barcode
<mark>Menu</mark> Data M	anual	

**Step 2:** Make sure the previous scans have been synchronized to the server before proceeding. Select **Continue**.

MobileCensus	🛟 📢 🏧 6:01
Reset will remo data from the de have to perform download.	ve all census evice. You will i initial
Cancel	Continue



Step 3: Click OK.



**Step 4:** The next time you open MobileCensus, you will be prompted to download our data. Click **Next**.





Step 5: Enter the following URL: <u>https://animalprogram.colorado.edu/topazelements</u>

• Make sure there is no space at the end of "...elements" or it will not sync correctly.

MobileCensus	🛟 🕂 🏧 6:05
Census Application UI	RL:
https://animalprogram.c	:olorado.edu/topaz
Back Cancel	Next
123 1 2 3 4 5 6 7	890-=+
Tab q w e r t y	u i o p [ ]
CAP a s d f g h	j k     ;   '
5hift z x c v b r	1 m / . / ←
Ctl áü ` \	<u> + + ⊢ →</u>
3	)

Step 6: Enter your IdentiKey password and select TOPAZ from *DB Connection Name* dropdown. Click **Download.** 

MobileCensus 👷 🕂 🗰 6:07
Download
Download your data from the server.
User ID:
SIMSC
Password:
DB Connection Name:
Topaz 💌
Download
Back Cancel

Step 7: Click Finish on the Synchronize screen.



#### Turn The Sound ON/OFF On The Scanners

#### Step 1: Open the Start menu.



#### Step 2: Open Settings.





Step 3: Open Sounds & Notifications.



Step 4: Open the Sound menu.

- If your screen does not match the image below, you may be in the *Notifications* menu. Use < and > buttons in the navigation bar at the top of the screen to toggle between **Notifications** and **Sounds**.
- Check both the **Events** and **Programs** boxes to enable sounds in Topaz Mobile Census.





### 7. Protocol FAQs

#### **Full Protocols**

Protocols created in Topaz since 2015 use the full **Animal Use Protocol** form and are identifiable by the Protocol # starting with 2000.

• Topaz Full AUPs have eleven sections:

± 1 Protocol Details
+ 2 Personnel
+ 3 Species
🛨 4 Animal Use
\pm 5 Animal: Number Justification, Sources, & Locations
± 6 Justification of Animal Use
+ 7 Pain and Distress
+ 8 Animal Care
± 9 Animal and Personnel Safety
± 10 Principal Investigator Certification
+ 11 Office Use Only

• Amendments, Renewals, Annual Reviews will have an additional section according to its type:

		1 Annual Review Questions
		Protocol status
1 Amendment		Problems/Adverse Effects
Instructions and Guidance on Amendments		Changes made to this protocol in the past year
List the proposed changes to this protocol		Permits or research conducted at another institutie
Clinical illness, pain, distress, or other health issues		Animals
Other concerns	🖂 1 Renewal	Additional Information
Potentially adverse events	Protocol status	1 2 Protocol Details
1 2 Protocol Details	1 2 Protocol Details	+ 3 Personnel
1 3 Personnel	1 3 Personnel	+ 4 Species
± 4 Species	+ 4 Species	+ 5 Animal Use
1 5 Animal Use	1 5 Animal Use	Animal: Number Jurtification, Sources, & Location
■ 6 Animal: Number Justification, Sources, & Locations	1 6 Animal: Number Justification, Sources, & Locations	O Animal: Number Justification, Sources, & Location
1 Justification of Animal Use	1 Justification of Animal Use	H / Justification of Animal Use
8 Pain and Distress	1 8 Pain and Distress	1 8 Pain and Distress
19 Animal Care	19 Animal Care	🛨 9 Animal Care
10 Animal and Personnel Safety	10 Animal and Personnel Safety	10 Animal and Personnel Safety
11 Principal Investigator Certification	11 Principal Investigator Certification	± 11 Principal Investigator Certification
12 Office Use Only	+ 12 Office Use Only	12. Office Use Only



The following information is available on the **full AUP**, under the *Office Use Only* section.

USDA Pain Category	<b>()</b>
Select all the apply	
USDA Pain Category B	
USDA Pain Category C	
USDA Pain Category D	
USDA Pain Category E	
Protocol Details	0 😡
Select all that apply	
Behavioral Tests	
Breeding Conducted	
Breeding Conducted - Triad/Harem (a breeding strategy that exceeds the recommended floor space)	
Classroom Protocol	
Collaboration with another institution	
Conditionally accepted methods of Euthanasia: 1) Decap without anesthesia; 2) Cervical dislocation without anesthesia; 3) hypothermia for neonates; under anesthesia	<ol> <li>Potassium chloride</li> </ol>
DEA controlled substance	
Departures from the Guide	
Enrichment Exemption	
Food/Fluid Restrictions	
Hazardous Agents	
IBC approval date (place date in "Notes on this protocol" box)	
Permits, Expiration Date	
PI-Provided Care	
Prolonged Restraint	
Protocol/Grant Congruence Complete	
Re-Use of Animals on Multiple IACUC Protocols	
Stallite Houring	
Shorks	
Singly-Housed Animals	
Standard Light Cycle Departures	
Survival Surgery	
Survival Surgeries - Multiple	
Toe Clipping	
USDA Covered Species	
Other Special Conditions	
Procedure Location	<b></b>
Choose all that apply	
OAR procedure room	
Outside the OAR facilities	
L Housing room	
Special conditions/housing/husbandry	
Select all that apply	
Non-standard diet	
Food on bottom of cage	
Standard bedding changes exceptions	
Standard equipment sanitation exceptions	
Sindle bouring	
Enrichment Exemption	
Non-Standard Light Cycle (e.g. sleep deprivation or non-standard cycle)	
Other	
Notes on this protocol.	<b>F A A</b>
Enter internal notes below	• <b>1</b> U VS
List of procedures	©
List all procedures here.	



## If the *AAALAC* and *Office Use* sections are blank, where do I find animal care information in the protocol?

#### Animal Use

- 4	Animal Use
	Abstract
	Important reminder to those principal investigators who also have an IBC application
	Experimental Agents
+	Will anesthetics, analgesics, and/or paralytics be used on this protocol?
	Are you using any non-pharmaceutical grade drugs and compounds in this protocol?
	Will any procedures on this project involve recovery from anesthesia?
	If anesthetic gases are going to be used, please describe how the gases will be scavenged.
	Will surgery be conducted?
	Breeding
	Food or fluid restriction & prolonged physical restraint
	Experimental Procedures Involving Animals
	Euthanasia
	Conditionally acceptable methods of euthanasia
	Scientific Endpoints, exclusion criteria, and final disposition
	Are you using a controlled substance for this protocol?

#### Pain and Distress

= 7	Pain and Distress
	Note on Pain and Distress
	Limiting Pain and Distress
	Adverse Events
Γ	Managing pain and distress, and Humane Endpoints
+	Does this protocol involve procedures USDA Pain Category D or E?
	Does this study include death as an endpoint due to procedures?
+	Do you have pain category E procedures in this protocol?

#### Animal Care

- 8	3 Animal Care
	Personnel responsible for daily care
+	Special Care
	Satellite facilities
	Environmental/structural provisions
	Single housing
	Pathogen tests
+	Removal of animals from the vivarium/animal facility



#### Safety

-	9 Animal and Personnel Safety
	Hazardous Material and Safety
	Chemical, biological, or radiological materials
	Safe handling and disposal of contaminated animals and material associated with this study
	Additional Safety consideration
	Additional Safety and Regulatory Reviews