

Recording Animal Usage

Animal usage is recorded against the IACUC protocol via the following methods:

➤ **Animal Orders**

A. Orders placed in the Topaz Elements system

This includes animals ordered from approved vendors and animals imported from other institutions. The number of animals is verified upon arrival and adjusted, if necessary, to ensure that the correct number of animals is deducted from the protocol upon completion of the order.

B. Animals acquired directly

Any animals purchased directly to labs (lampreys, eels...) must report the number of animals to the IACUC and the number will be deducted from the protocol administratively.

➤ **Weaning Cages**

A. Lab Managed Colonies

Lab personnel will request new cage cards in Topaz Elements via an animal order form called “*Order Cards for Weaning*”. Include the total number of animals weaned to ensure the correct number of animals will be deducted from the protocol upon completion of the order. (Animals culled or used for research prior to weaning need to be reported on the [Animal Usage Report](#) as outlined below).

B. OAR Managed Colonies

OAR staff will “*Create Weanings*” in Topaz Elements for the total number of animals weaned into new cages to ensure the correct number of animals is deducted from the protocol upon completion of the transaction. (Animals culled by the lab or used for research prior to weaning need to be reported by the lab on the [Animal Usage Report](#) as outlined below).

➤ **Animal Transfers**

Requests for internal transfers, from one protocol to another or one PI to another, must be submitted via the “*Transfer Request Form*” on the OAR website. Once the transfer request is approved, the transfer will be processed in Topaz Elements and the animals will be deducted from the receiving protocol.

➤ **Animal Usage Reports**

Lab personnel must report animal usage that is not covered by any of the above methods such as: animals euthanized prior to wean or used for genotyping, animals weaned into existing cages, satellite breeding colonies...

- To record usage for these scenarios, use the “*Animal Usage Report*” on the OAR website: [Report Animal Usage](#)

➤ **Field Studies, Fish, Tadpoles**

Previously, quarterly emails were sent out from the IACUC Office requesting annual field animal usage. Principle Investigators will now report their usage numbers when submitting an “Interim Renewal Form” to their protocol. IACUC will track from TOPAZ.