

Document Number: ANP034	Title: ANIMAL CENSUS <i>CONFIDENTIAL INFORMATION</i> MOLECULAR MEDICINE RESEARCH INSTITUTE	Effective Date: JANAURY 2005
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1.0 OBJECTIVE

- 1.1 The objective is to describe the method for documenting the animal population census.

2.0 SCOPE

- 2.1 This veterinary order applies to rats and mice in the MMRI animal facility.

3.0 POLICY

- 3.1 It is the policy of MMRI to establish written and approved veterinary orders to ensure that all animals are counted and documented.

4.0 RESPONSIBILITIES

- 4.1 It is the responsibility of Animal Facility Manager or designated alternate to maintain the animal census and revise it and this veterinary order when necessary.

5.0 REFERENCES

- 5.1 ANP# 001: Animal ID
- 5.2 ANP # 006: Animal Handling Restraint and Transfer
- 5.3 ANP # 014: Procurement and Receipt
- 5.4 AALAS Training Manual Series Vol 1: Assistant Laboratory Animal Technician, AALAS, Cordova TN, 1991.

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6.0 PROCEDURE

- 6.1 Follow the procedures in the Animal Procurement and Receipt (ANP014) for incoming animals.
- 6.2 Follow the procedures for identifying the animals as described in the Animal Identification (ANP001).
- 6.3 Enter the ID numbers of all incoming animals on an excel spreadsheet entitled: Animal Inventory (directory and file location: MMRI SHARED/DAVE'S SHARED/ANIMAL INVENTORY).
- 6.4 For each incoming group of animals, enter the following information: Date received, species, strain, vendor, vendor site, group of id numbers, sex, date of birth and room assignment.
- 6.5 As animals are assigned into the studies, update the census information to reflect the identity of which animals are participating in the particular studies. Enter the study number for the group of participating animals, and the Date of Study Day 0.
- 6.6 When the study is finished and the animals have been euthanized, update the census to reflect the animals that are no longer housed in the animal facility. Enter the date of euthanasia.
- 6.7 Periodically, reconcile the census by physically counting the animals and making sure that the ID numbers present in the facility are accounted for in the census file.
- 6.8 Save the electronic file and make a printed copy of the spreadsheet, each time the census is updated with new information

7.0 APPENDICES

- 7.1 Appendix I - Example of Animal Census Sheet

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APPENDIX I

Copy of page of spreadsheet used to track animal population.

2005 MICE INVENTORY

ID #	Cage #	Strain	Sex	DOB	Arrival	Source	Location	Sac Date	Affiliation	Protocol	Investigator
05-001	1140	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-002	1140	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-003	1140	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-004	1140	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-005	1140	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-006	1141	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-007	1141	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-008	1141	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-009	1141	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-010	1141	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-011	1142	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-012	1142	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-013	1142	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-014	1142	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-015	1142	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/19/09	Nuvelo	04-008	Zhao
05-016	1143	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-017	1143	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-018	1143	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-019	1143	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-020	1143	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/3/09	Nuvelo	04-008	Zhao
05-021	1144	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	1/29/09	Nuvelo	04-008	Zhao
05-022	1144	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	1/29/09	Nuvelo	04-008	Zhao
05-023	1144	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	1/29/09	Nuvelo	04-008	Zhao
05-024	1144	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	1/29/09	Nuvelo	04-008	Zhao
05-025	1144	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	1/29/09	Nuvelo	04-008	Zhao
05-026	1145	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/1/09	Nuvelo	04-008	Zhao
05-027	1145	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/1/09	Nuvelo	04-008	Zhao
05-028	1145	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/1/09	Nuvelo	04-008	Zhao
05-029	1145	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/1/09	Nuvelo	04-008	Zhao
05-030	1145	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/1/09	Nuvelo	04-008	Zhao
05-031	1146	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/17/09	Nuvelo	04-008	Zhao
05-032	1146	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/17/09	Nuvelo	04-008	Zhao
05-033	1146	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/17/09	Nuvelo	04-008	Zhao
05-034	1146	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/17/09	Nuvelo	04-008	Zhao
05-035	1146	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	2/17/09	Nuvelo	04-008	Zhao
05-036	1147	BALB/c	F	10/24/08	1/6/09	CRL	Hollister	1/29/09	Nuvelo	04-008	Zhao