Euthanasia via LAR Staff Policy

-A Work Order with the requested cage card numbers to be euthanized must be submitted along with the room number the cages are in.

-Cages must have “SAC”

-Card retention for 6 months
  No change beyond/previous FY

Cannot terminate when:
- Missing cage
- Cage card and work order numbers do not match
- No LAR Cage card
Animal Requisitions

- Please
  - do not use “any strain”
  - do not request both age and weight
  - do not check the “pregnant” box
    - Make a note in the “notes to vendor” indicating pregnancy
    - related needs
  - do not use recurring orders
Online form is available at the LAR website (https://vpr.colostate.edu/lar/)
  - Comments, (Constructive) criticism, questions are very welcome.
Consideration: Paper Cage Card Requests are going to be phased out
  - Based on demand and feedback from labs

Note: The split/wean date is the day that the animals were first put in to the cage. Not the day the request was created.
Labs have 2 business days to submit a cage cards request for split/weened animals.
  - All clerical information must be on the request to prevent errors in the system
After two business days LAR staff will submit a request for the lab and will be processed as usual.
  - Last known information will be used, however accuracy is questionable at best.
Temporary cage card’s are not considered requests.
End of FY17

- June 19th Delivery will be the last day for FY 17
- First delivery for FY 18 is July 10th (June 28th is the last day for reqs for this delivery date)

- Amended billing cycles for June/July billing
  - May 21st - June 20
  - June 21 - June 30
  - July 1 - July 20
Announcements
Expired Protocol Transfer Policy

- Transfers to the CSU LAR holding protocol due to not having an approved research/teaching protocol will be charged a $35 fee. Effective July 1, 2017
  - This includes when Labs do not request that their animals are transferred in time and must be reminded to do so.
  - Applies to all protocols the day the expiration occurs. Back dating is not possible.
  - Require a LAR Transfer Request to move off of holding protocol.
  - No research while on holding protocol.
  - Old funding information will be used while on holding.
Expired Protocol Transfer Policy - cont.

- This fee is being effected to discourage the extensive labor burden this action generates in an effort to keep overhead labor down and per diem costs competitive.

- All active CC’s in eAO will automatically be transferred to the holding protocol regardless of actual status of cage card(s).

- A per transfer fee is charged for each transfer number created. Please note that a separate transfer number is generated for animals grouped by Location and Account Numbers. This could result in a number of transfer fees generated for one expiring protocol.

- Per diem adjustments cannot be credited for any cage cards that were not received for termination before the transfer was created.
New Business Office Members

- Megan Comisso (previously of LAR Animal Care) will join the business office June 1 as a full time employee.

- Search committee is in full swing for one more hire.
Non-LAR Census KFS PO’s

- Will no longer be approved after the new FY
- All eAO reqs will be cancelled.
Protocol/ Animal Change
Area of Responsibility

- eAO can change (LAR)
  - Animal census
  - Fund Number/allocation
  - Animal req/orders
  - Specific animals on protocols
  - Animal locations

- eP can change (RICRO)
  - Protocol Personnel
    - Power/non-power users
    - Contact information
  - Animal usage amendments