

Counting Pups

1. In the top row record the ARF room number, the protocol number and the investigator's name.
2. In the first set of columns record all litters and pups. The first time the cage is opened (eg. euthanasia, genotyping, weaning) the litter should be recorded and the number of live pups counted.
 - Cage ID and initials are there to prevent confusion and prevent double recording or missing litters.
 - You may record at earlier time points if that is convenient.
 - Pups that do not survive are not recorded.
3. In the second set of columns record ALL mice euthanized. Record the date and number of mice that are excess or the number used per protocol (breeders, experimental).
 - This is the most important data that we need to collect.
 - The mice in the euthanized columns may not align with their own litter in the first column. This is an independent count by date of euthanasia.
 - Pre-weaned mice used for experiments must be counted as experimental on this form. Embryos will not be recorded since the mother is the experimental unit.
 - Cage cards still need to be turned into ARF; this does not replace any current ARF procedures.
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4. In the final set of columns record any mice transferred to another protocol.
 - Investigators with one breeding protocol usually transfer mice at the time of use to an experimental protocol. If this does not pertain to you, ignore the columns.
 - You must still report all transfers to Pat Steele.
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5. The first Monday of each month report your totals for the month to IACUC by email. Below is a sample monthly email report.

Subject: **INVENTORY**

Protocol #0000.0	Month, Year and Total
Pups born	
Euthanized - excess	
Euthanized -Bred/experimental	
Transferred	

6. The counting form should be placed where it is easy to access and can be filled out each day when the activity actually occurs. This may mean in the lab notebook or in the protocol folder. At the end of each month or when the form is full it should be stored in a permanent location until 3 months after the end of the protocol (eg. 0000.0). These forms should be available for inspection.
7. In general the total of live pups will equal the total of euthanized + transferred + live in ARF. Each protocol is approved for total number of pups and total breeders+ experimental. You will now be able to track your own animal usage and anticipate when you will reach your maximum animal number.