



OFFICE OF LABORATORY ANIMAL CARE

STANDARD OPERATING PROCEDURE

SOP Number:	613	OLAC Cage Card Printing	Revision #:	0
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PURPOSE

The purpose of this SOP is to define the process for printing of standard cage cards.

SCOPE

This SOP covers the procedures to be followed for printing animal cage cards for all species in all facilities on the UC Berkeley campus.

RESPONSIBILITY

These duties are the responsibility of all OLAC employees.

DEFINITIONS/ACRONYMS

- OLAC: Office of Laboratory Animal Care
- AT: Animal Technician
- AHT: Animal Health Technician
- OASIS: Office of Animal Services Information System

PROCEDURE

1. Log in to olaccagecard@berkeley.edu email account to check for new cage card order forms daily.
2. Print all new forms to be completed.
3. Log in to OASIS using browser-specific instructions below to enter cage card information and print cage card orders.
 - a. **Firefox**

- i. Enable popups (go to **Options** and uncheck **Block pop-ups windows**)
- ii. Change the default pdf viewer to Adobe Acrobat (go to **Options** -> **Applications**, change the default pdf viewer to Adobe Acrobat.)
- iii. Go to OASIS website: https://flare.berkeley.edu/Cage Card/cage_card_new.cfm
- iv. Select **New Cage Card** and fill out the required information.
- v. Click **Create and Print New Cage Card(s)** button. A new window will pop up with the requested cards.
- vi. Using the print function, select **Rollo Printer** and click on the printer **Properties**
- vii. Go to the **Settings** tab, set Speed to 3, Density to 12 and under **Custom Paper**, Select **My Custom Paper-Oasis Card** and click **OK**
- viii. Back on the Printer Properties, under **Page Sizing & Handling**, select **Fit** and then click **Print**

b. Chrome

- i. Enable popups (go to **Settings** -> **Advanced** -> **Content settings** -> **Popups** switch popups to **Allowed**
 - ii. Go to OASIS website: https://flare.berkeley.edu/Cage Card/cage_card_new.cfm
 - iii. Select **New Cage Card** and fill out the required information.
 - iv. Click **Create and Print New Cage Card(s)** button. A new window will pop up with the requested card(s).
 - v. Using the print function, select **Rollo Printer** as the Destination. For **Paper size**, select **My Custom Paper-Oasis Card** and check **Fit to page** on Scale. Then Click **Print**.
4. Collect cage cards according to each order form.
 5. Email lab member to inform them that their cage card order is ready for pick up (at the designated area within the applicable OLAC facility) from the olaccagecard@berkeley.edu email account.
 6. To reprint cage cards: Use **Maintain Cage Cards** function in OASIS
 - a. Go to **Cage Cards** -> **Maintain Cage Cards**
 - b. Enter applicable cage card number in the field.
 - c. Click **Next**
 - d. Click **Print Cage Card**
 7. To edit a Cage Card: Use **Maintain Cage Cards** function in OASIS
 - a. Go to **Cage Cards** -> **Maintain Cage Cards**
 - b. Input the cage card number and click **Next**
 - c. On the next page edit the card and click **Update Cage Card** and then **Print Cage Card**
 8. Clean printer head each time a roll of cage cards is replaced by cleaning the printhead with an alcohol wipe.

REFERENCE DOCUMENTS

- ACUC Cage Card Notification Guideline
- OLAC Form "[Cage Card Order Form](#)"

REVISION HISTORY			
REVISION NUMBER	AUTHOR(S)	EFFECTIVE DATE	REVISION(S)