Animal Counting

The functionality for counting animals on a protocol by protocol basis has been provided to PIs, Research Assistants, PI Assistants and Facility Staff. **To avoid erroneous counting, please be sure to confirm who will assume responsibility for counting the animals on your protocol.**

To access the Animal Counting functionality you must be in the Animal Protocols folder. Click on the Animals label in the Tertiary Menu in the side panel and you will see two sub-labels; PI's Animal Entry and PI's Animal Transfer.

PI's Animal Entry

Click on PI's Animal Entry. Select the protocol for which you want to update the animal numbers by clicking on the box at the left of the record. Clicking on the title will take you to the Protocol Folder View. If you want to update numbers for more than one protocol you can hold the Ctrl key while selecting multiple protocols or by holding the Shift key to select a range.

Once you have made your selection(s) click on the **Enter Animal Numbers** icon in the action bar.

There are two areas on the Animal Counting screen that allow you to enter numbers; Additional Assigned to Protocol and Newly Euthanized/Released from Study. All other fields in this table are purely for informational purposes, e.g. Total Approved will display the cumulative number of animals that has been approved by the LACC from the beginning of the protocol, which includes amendments and renewals.

Additional Assigned to Protocol
Enter the number of animals that are being newly assigned to the protocol. This number will be deducted from the number Remaining (Total Approved minus Total Assigned). Please consult the University of Toronto guidelines for direction on when animals should be considered "assigned to the protocol".

Newly Euthanized/Released from Study
Enter the number of animals that have been euthanized or otherwise removed from the study, e.g. animals that have been adopted. This number will be deducted from the number On Hand (Total Approved minus Total Removed). Do not use this transaction when transferring animals to another protocol.

For either transaction, you will receive an error messages; if you enter more animals than have been approved or remove more animals than have been assigned.

If you have saved your numbers and realize that you have made a mistake and need to reverse your entry you may do so by entering a negative number. If you enter a negative number you will be prompted to enter an explanation.

PI's Animal Transfer
You may transfer animals from <u>one</u> protocol to one or more of your protocols in a single transaction. You many only transfer animals from a protocol with animals on hand and when selecting the recipient protocols you will be limited to protocols with the same species as in the originating protocol.

Click on PI's Animal Transfer in the Side Menu. This will open the list of your protocols with animals on hand **from** which you may transfer animals. You may only transfer animals from one protocol at a time. Once you have selected the Source Protocol click **Select Target Protocols** in the Action Line.

On the Select Target Protocols screen, select the protocol to which you will be transferring the animals. Only protocols which meet the following criteria will be displayed for selection:

- Target Protocols must be the same species as the Source Protocol
- Target Protocols must have # Remaining > 0, i.e. there is room on the protocol to acquire more animals

Once you have selected the recipient protocol(s), click on Transfer Animals action button

Transfer Animals

Source Protocol

Protocol: ▓▓▓▓ **Protocol Title:** Developmental ▓▓▓▓▓▓▓▓ **PI Name:** Dr ▓▓▓▓▓
Approval Date: 14.07.2015 **Expiry Date:** 14.07.2016

Source	# On Hand Available (sA)	# To Be Transferred From the Source Protocol (sB)	# On Hand After Transfer (sC=sA-sB)
Purchased/Acquired	20	0	20
Bred	5	0	5
Captured	0	0	0
Total	25	0	25

Target Protocols

Source	Total Approved (A)	Previously Assigned to Protocol (B)	Number To Be Transferred To Target Protocol (D)	Total Assigned (E=B+D)	Previously Euthanized/Released from Study (F)	Assigned to Other Protocol (H)	Total Removed (I=F+H)	Remaining (J=A-E)	On Hand (K=E-I)
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Purchased/Acquired	36	6	0	6	0	0	0	30	6
Bred	0	0	0	0	0	0	0	0	0
Captured	0		0	0	0	0	0	0	0

Target Protocols Totals

Source	Number To Be Transferred (D)	Number On Hand After Transfer (K)
Purchased/Acquired	0	6
Bred	0	0
Captured	0	0
Total	0	6

[💾 Save]   [📋 Clear Entries]   [🔒 Check]   [✖ Cancel]

On the Transfer screen there are three main areas:
- Source Protocol section
- Target Protocol section
- Target Protocols Totals section

Enter the total number of animals to be transferred on the appropriate line in the Source Protocols section.

In the Target Protocol section enter the number of animals on the appropriate line for the relevant protocol. (If you have selected multiple Target Protocols, they will be displayed on this screen.)

The Target Protocols Totals section will automatically total the number of animals that have been entered in the above Target Protocols section. This feature will be of particular use when you have selected a number of different protocols to receive animals as it shows when the transaction is/is not in balance, e.g. you are "receiving" more animals than you are "sending".

The system performs a number of validations in addition to the one previously mentioned. If a validation check fails you will be prompted with an error message or warning and you will have the opportunity to correct the transaction before posting.