

<b>STANDARD OPERATING PROCEDURE (SAMPLE TEMPLATE)</b>			
<b>SOP No:</b>	<b>Effective Date: TBD</b>	<b>Rev. No: X</b>	<b>Supercedes:</b>
	<b>Title: Use of the Labstamp™ for the Identification of Mice</b>		

**AUTHOR:**

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**Signature** **Date**

**APPROVED BY:**

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**Signature** **Date**

**1. PURPOSE**

- 1.1 The purpose of this standard operating procedure (SOP) is to describe procedures for identification of mice via automated application of tattoos using the Labstamp™ system.

**2 SCOPE**

- 2.1 This SOP applies to all mice to be identified using the Labstamp™ system in the (INSERT INSTITUTION NAME) animal facility.

**3 RESPONSIBILITY**

- 3.1 All (INSERT INSTITUTION NAME) research personnel and/or animal care staff are responsible for ensuring proper use of the Labstamp™.
- 3.2 Refer to manufacturers User Guide and supplier provided training materials for additional information on the use of the Labstamp™.

**4 DEFINITIONS**

- 4.1 Small Restraint Cartridge - For mice tails measured as Small by the tail gauge
- 4.2 Large Restraint Cartridge - For mice tails measured as Large by the tail gauge
- 4.3 Green Needle Cartridge - Coded by tail gauge, shorter 4-point needle.
- 4.4 Yellow Needle Cartridge - Coded by tail gauge, longer 4-point needle
- 4.5 Tail Gauge - Device used to measure the tail in order to select appropriate restraint and needle cartridge
- 4.6 Appropriate Cleaning Solution - any material approved for use within the animal facility for general cleaning and disinfection. Chemicals that do not leave a residue, such as 70% alcohol and Hydrogen

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Peroxide, are recommended for needles and restraints. If agents that leave a residue, such as Quaternary Ammonia, Chlorine Dioxide, etc are used, they must be rinsed off after application.

## 5 PROCEDURE

- 5.1 Gather all necessary supplies and components of Labstamp™.
  - 5.1.1 Labstamp components: Applicator machine, restraint cartridges, needle cartridges, tail gauge, tail oil, ink slides.
  - 5.1.2 General supplies: gauze pads (2x2) and cotton tipped applicators
- 5.2 Plug SOMARK provided power supply into the applicator machine and then plug the power supply into the outlet.
- 5.3 Dispense a small amount of tail oil into a small dish or tube. 1ml. of tail oil will be sufficient for the first 10 to 20 tattoos.
- 5.4 Restrain the mouse by first selecting a restraint cartridge (Small or Large) based on general size and bodyweight of the mice.
  - 5.4.1 The smallest mice, by weight that Labstamp will typically be compatible with is about 17gms. The largest is about 45gms. However, the tail gauge should be used to confirm if the mouse is to small or too large for the restraint / procedure.
  - 5.4.2 Place mouse on restraint paddle with mouse's head towards the handle
  - 5.4.3 Depress silver buttons on the sides of the red dome cover to open tail grippers. Place red dome over mouse and release buttons to close tail grippers. Ensure tail is gripped at the base; mouse should be against back wall of the dome cover.
  - 5.4.4 Use tail gauge to measure tail and determine correct needle and restraint cartridge selection. Change to correct restraint cartridge as necessary.

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- 5.4.5 Saturate a cotton tipped applicator with tail oil and apply oil to area of tail to be tattooed. Ensure oil does not come in contact with tail grippers, as this will compromise restraint of the tail. **NOTE:** If there are any defects in the mouse tail, such as kinks, bends, wounds or scars in the tattoo area, do not apply a tattoo. The Labstamp system requires the tail to be in normal healthy condition.
- 5.4.6 Select ink slide and insert into slot on tail cover arrows first.
- 5.4.7 Place tail cover over the mouse's tail ensuring the tail is fully extended and aligned with the v-groove on the tail bed. Control the lowering of the tail cover and ensure the plate sets flush with the paddle.
- 5.5 Load selected needle cartridge into applicator machine.
  - 5.5.1 If tattoo-head is not already in the change needle position, press the CHANGE NEEDLE button on the front panel of the applicator machine to open tattoo head door presenting the tattoo-head.
  - 5.5.2 With the needle pointing downward, install the needle by lining up the clip arms of the needle with the slots on either side of the tattoo-head. Gently push until clip arms snap into place.
  - 5.5.3 Press CHANGE NEEDLE button on front panel to retract the tattoo-head.
- 5.6 Load restraint cartridge into applicator machine.
  - 5.6.1 Gently insert the restraint cartridge, tail first, into the docking port located on the front of the applicator machine. Ensure that the tail tip is pointing into the machine and is not trapped under the restraint cartridge.
  - 5.6.2 The RESTRAINT CARTRIDGE STATUS light will turn green when restraint cartridge is properly loaded into docking port. If RESTRAINT CARTRIDGE STATUS light remains red, pull the restraint cartridge out and re-insert.

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5.7 Select ID and apply tattoo.

5.7.1 Using the keypad on the front of the applicator machine select desired alpha/numeric ID combination.

5.7.2 If a sequence of IDs is desired press the AUTO INCREMENT button and enter the first ID of your desired sequence. Beginning with the number entered all subsequent tattoos will increase according to the following rules:

If 1 <sup>st</sup> ID is:	The next ID will be:	The final ID will be:
009	010	999
A09	A10	A99
1A1	1A2	1A9

5.7.3 Press START button to begin application of tattoo.

5.7.4 LED will blink red and screen will indicate tattooing is in progress.

5.7.5 Observe the mouse behavior; escape behavior is normal and will vary from strain to strain.

5.7.6 Machine will beep, LED will return to Green, and screen will indicate when tattooing is complete.

5.8 After tattooing is complete, remove restraint cartridge from dock by pulling straight out.

5.9 Remove tail cover by pulling straight up and discard used ink slide.  
**NOTE:** Ink slides are single use only.

5.10 Use gauze to gently blot excess ink and oil off mouse's tail.

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- 5.10.1 Inspect tattoo for completeness and absence of bleeding.  
**NOTE:** Should bleeding be observed, use gauze to apply direct pressure and stop any bleeding. Remeasure the tail to confirm proper sized restraint and needle were used. If bleeding persists with next mouse, inspect and clean needle or discard. When properly measured, mouse-tails should not experience bleeding.
- 5.11 Apply another thin coat of tail oil over the tattoo area.
- 5.12 Grasp the mouse-tail, depress silver buttons to release tail grippers, remove red dome cover and place mouse back in its cage.
- 5.13 Continue procedure from step 5.4 until all mice in cohort have been tattooed.
- 5.14 Clean the tattoo needle after every 5 to 10 tattoos.
- 5.14.1 Depress the CHANGE NEEDLE button to bring the tattoo head assembly out with needle cartridge.
- 5.14.2 Soak a cotton swab with a disinfectant / cleaner that does not leave a residue such as 70% Alcohol (ethanol or isopropyl) or Hydrogen Peroxide Solution (Virkon™) **NOTE:** Any time the needle is removed, such as for a change in mouse size, it can be thoroughly cleaned by soaking in a small volume of disinfectant/cleaner. **ALSO NOTE:** If needles are cleaned with agents that leave a residue, such as Chlorine Dioxide or Quaternary Ammonia based products, the needle must be rinsed with 70% alcohol or sterile water prior to next use.
- 5.15 Clean up and storage of Labstamp™.
- 5.15.1 Remove used needle by pressing the CHANGE NEEDLE button to extend the tattoo-head; use forked end of tail gauge to remove needle cartridge.
- 5.15.1.1 Needle cartridges are good for approximately 50 IDs and should be inspected regularly to ensure they are not bent or damaged. NEVER tattoo with a bent or damaged needle. Tattoo needles cannot be straightened or sharpened.

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5.15.2 If needle cartridge is to be kept and stored for future use, clean it with appropriate cleaning solution, air dry and store in plastic case.

5.15.3 Clean all components of restraint cartridge using appropriate cleaning solution.

5.15.4 Wipe down applicator machine using appropriate cleaning solution, avoid spraying the port or vents in the rear of the system.

5.15.5 Applicator machine should always be stored in the change needle position; before unplugging, ensure tattoo-head is extended and then unplug and store power cords.

## **6 HISTORICAL REVISION**

6.1 Revision Number, Reason for Revision

6.1.1 20 July 2015 – updated to indicate importance of tail gauge on every mouse, use of tail oil post-procedure, and other minor edits.