### Background

1. A responsibility of D/APCF is to allocate cage space.
2. This current policy is to ensure the allocation system considers the special needs of junior and/or new faculty

### Procedures

1. Two periods in which allocations are made: mid-June and mid-December.
2. Faculty are expected to submit allocation for caging requests on the form called *Cage Space Request Form* (available on the APCF Infosite).
3. These forms are received at any time throughout the year but no action is done until the week or two before the respective allocation periods.
4. In the middle week of June and December the senior staff of APCF collate the request forms received, tally up the number of cages requested and assess the cages available.
5. In the event demand being equals or below supply, then there is no further action other than to allocate the cages as requested.
6. In the event demand exceeds supply and priority system is used. The priority system is as follows:

   6.1. New Faculty or Junior Faculty are given a priority weighting, but not to the total exclusion of more senior or established Faculty. For all Faculty but particularly senior or more
established Faculty their past performance in APCF may have an influence on the awarding of priority to a request. Such factors include but not limited to:

6.1.1. History of returning cages

6.1.2. Number of “zero mice cages” i.e. unoccupied (empty) cages for which the Faculty is paying a per diem to reserve the cage for future use

6.1.3. Compliance with APCF SOPs particular issues related to health of animals, overcrowding of cages and welfare of animals

6.1.4. Efficiency of cage usage

6.2. All Faculty are contacted either by interview or email and asked about their “real need”. Questions asked include but not limited to:

6.2.1. Can they cut back the requested number,

6.2.2. Can they take cages in either 7J or 7H or must they be in one area only,

6.2.3. Can they take a certain % now and the remainder later on

6.2.4. Are they planning to take the cages of animals from APCF to satellite facilities and back again,

6.2.5. Are the cage requests for breeding animals or for holding experimental animals only,

6.2.6. Are there imports required

7. Finally an email is sent out (and copied to the APCF administration staff and the SOs/APCF) informing the Faculty of the cages allocated and the Faculty is requested to contact the SO/APCF of the relevant zone and the administration staff of APCF to finalize the details of the allocation.