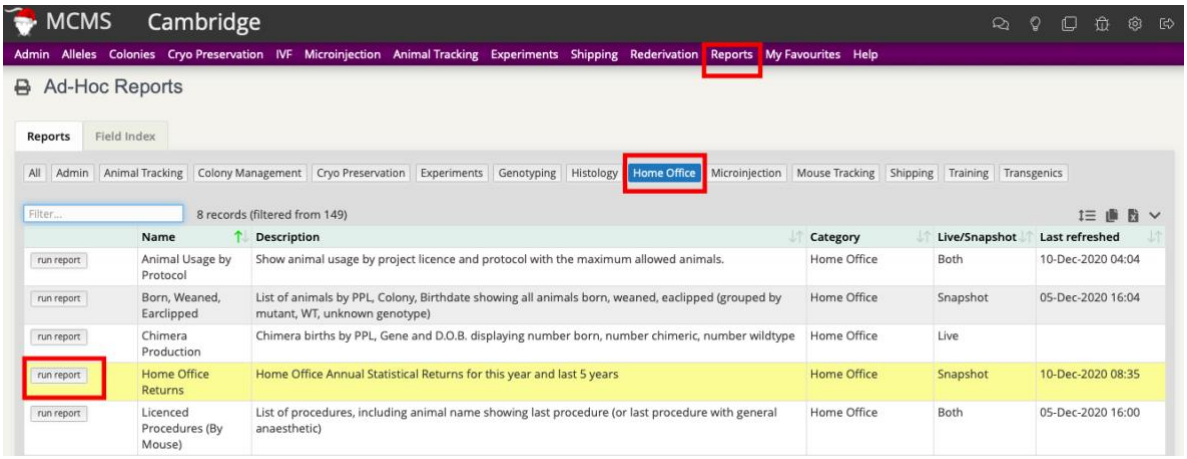
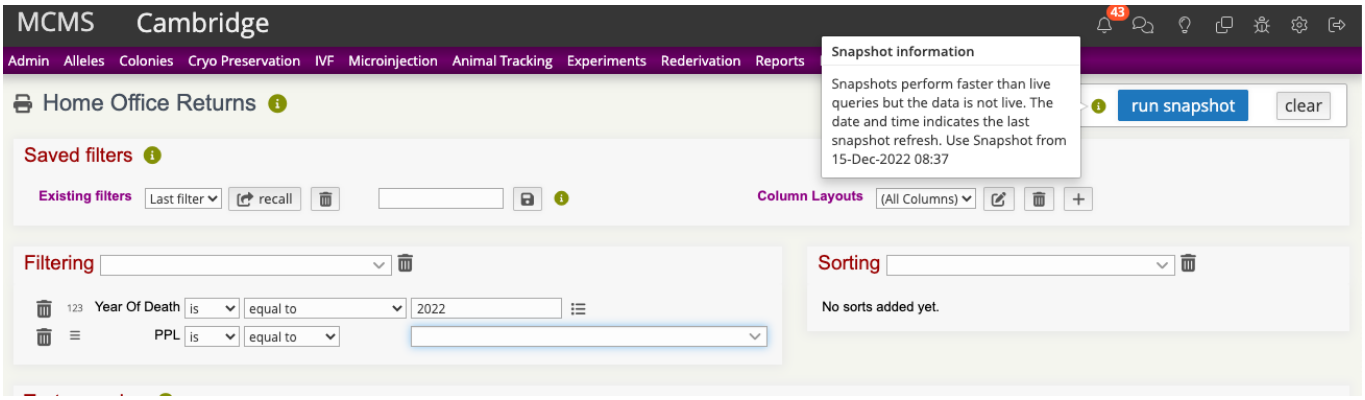
Purpose

The Home Office Returns Report can be used to collate information required to complete the HO Return of Procedures.

1. From the Reports menu choose the Home Office tab, select the Home Office Returns report

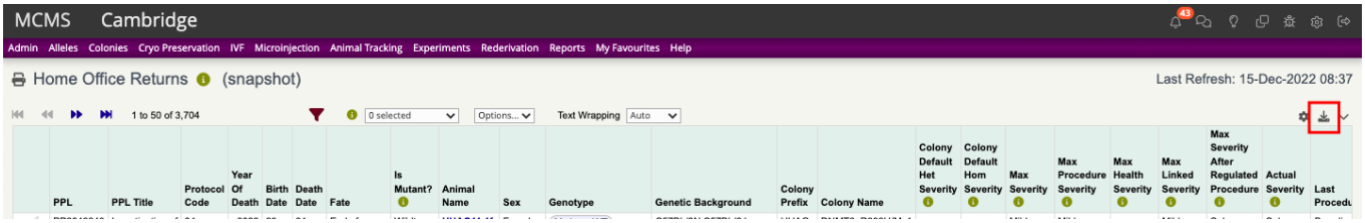


2. Filter for 'Year of death' = 2022. Add a second filter for PPL.



3. Run snapshot. Hovering over the snapshot button will display the date the snapshot was refreshed.

4. The report can be downloaded using the  button



5. The report will produce one row per animal.

6. The columns are detailed below;

- Project Licence – last project licence the animal was held on
- Protocol – last protocol the animal was held on
- Year of death – year of fate on the database with format YYYY (e.g. 2021)
- Birth date – specific date of birth with format DD-MON-YYYY (e.g. 01-JAN-2021)
- Death date – specific date of fate with format DD-MON-YYYY (e.g. 01-JAN-2021)
- Fate – Specific fate of animal (culled sick, found dead etc.)
- Is Mutant – three options determined in the following order:
  - o "Mutant" if mouse has **any** mutant allele (i.e. not "Failed", "Untested", "Wildtype" or "Negative Indicator")
  - o "Unknown" if not "Mutant" and mouse has **any** allele of genotype "Failed" or "Untested"
  - o "Wildtype" if not "Mutant" or "Unknown" and if genotype is "Wildtype" or "Negative indicator"
- Animal name
- Sex
- Genotype
- Genetic background
- Colony prefix and Colony name – The colony displayed is the colony the animal was in when it died. This can sometimes be different from the colony it was born in.
- Colony default Het severity – Only displayed if the colony has a default genotype severity recorded for Heterozygotes via the colony page (used infrequently).
- Colony default Hom severity – Only displayed if the colony has a default genotype severity recorded for Homozygotes via the colony page (used infrequently).
- Max severity – Maximum severity the mouse has experienced taking both health observations and regulated procedures into account.
- Max procedure severity- Maximum severity of any procedures the animal has experienced including Breeding and Maintenance.

- Max health severity-Maximum severity experienced from health observations.

- Max linked severity-The Maximum severity experienced from any procedure (including breeding and maintenance procedures) or health observation linked to a procedure. Pups that die under 5 days old will default to sub-threshold.

- Max severity after regulated procedure – the maximum severity after the first regulated procedure date taking health and regulated procedures into account. If the first regulated procedure date is blank then the max severity after regulated procedure defaults to "sub- threshold". (You can ignore this column if you wish as the data in the Max severity column is the same but without the sub-threshold default.)

- Actual severity – This field is optional and requires manual input.

- Last procedure – The latest regulated procedure the mouse has experienced.

- First regulated proc date – the first regulated non-earclip procedure date, not including Breeding and Maintenance

- Father/mother genotype

- Age at Death (e.g. 27W 5d (at death)

- Single Earclip WT – used to filter out non-returnable wildtypes. There are five options...

o None – indicates a wildtype mouse with no earclip procedures recorded and no other regulated procedures
o One – indicates a wildtype mouse with a single earclip procedure recorded and no other regulated procedures
o Multi – indicates a wildtype mouse with more than one earclip procedure recorded and no other regulated procedures
o Other Proc – indicates a the wildtype mouse has had one or more non-earclip regulated procedures
o Not WT – indicates the mouse is not wildtype

- Is Health Severity linked to procedure? – Yes when a health observation is linked to a regulated procedure for the mouse, otherwise No.

- Procedure Summary - This shows a summary of all the procedures and their severities that a mouse has undergone (including B&M). If a mouse has had the same procedure multiple times it will be displayed as x2, x3 etc. The procedures are displayed in chronological order and separated by commas.

- Comments – Used to record notes about the animal (circumstances of unexpected death etc.) You will need to supplement the data produced by the report if the database has not been used to record data for the entire year.

- Species
- Experiment cohorts – If the animal has been used in a study plan the cohort name will be shown.

  PPL licencing flags – to add flags see document 'Setting HO returns flags 2022'

- Place of birth
- Creation of a new genetic line
- Genetic Status
- Purpose
- Sub-purpose

Last updated: 15.12.2022