



Montefiore

May 12, 2020

To all animal users,

The IAS is still awaiting guidance from our governor and from the dean's office as to the appropriate time to resume normal business operations, including animal ordering, during this ongoing SARS-COV2 crisis. Meanwhile, as we prepare to re-open, one critical thing I want to accomplish before we start receiving new animals into our facilities is to generate new **BAR CODE** labels for each and every rodent cage (~ 18,000) on campus, and place them, so that we can move to our new business software shortly after re-opening.

As referenced in my October 7, 2019 memo, the unique bar code identifier is a **REQUIREMENT** of the business program for purchasing and census management, communications about animal health, as well as billing. Our plan is to print unique bar-coded labels that will be placed in the upper corner of existing cage cards. Each unique bar coded label will include the name of the individual **Principal Investigator** and his/her **Animal Use Protocol** number as well as the **Billing Index** that they use for paying housing (per diem) expenses.

Getting started:

To assign **BAR CODES**, each and every cage and label must be properly assigned to the correct **PI**, **Billing Index** and **Animal Use Protocol**. For those investigators who have only a single **Animal Use Protocol** and use a single **Billing Index** for housing costs, we will be able to assign, print, and place bar codes and labels without your assistance.

For those investigators with multiple approved **Animal Use Protocols**, and /or multiple **Billing Indexes**, we will need your help in correctly assigning the bar-coded labels to and then placing them on the correct cages in the animal facilities.

If you are an investigator with multiple approved **Animal Use Protocols**, I will be contacting you individually within the next two weeks by e-mail for your assistance. The IAS will produce and print bar-coded labels, but I will need your help putting the correct labels on the corresponding cages.

Respectfully,

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