

To all Principal Investigators and Animal Users,

The Division of Laboratory Animal Resources (DLAR) will implement an automated bar coding census starting May 1st, 2004. The new system will lead to greater efficiency and accuracy in our facilities' census. The following Frequent Asked Questions (FAQs) should help to demonstrate how the new system works. *If you have further questions please contact the DLAR main office at ext. 35308 or Luna Lioue at ext. 30688.*

What is bar coding?

Bar coding lets us electronically capture data and facilitate per diem billing by using bar-coded cage cards. The cage card IDs are scanned, using a Portable Data Terminal (PDT). The PDT is a device that scans bar codes and stores manually entered data in an independent battery-powered device. The information captured on the PDT is then downloaded onto a computer to be processed. Bar coding lets us perform a thorough cage card audit to keep track of how every cage is used and where it is – letting us track costs easily and accurately.

How does this new system affect the way we request cage cards?

You will process cage card requests in the same way as you have been doing. Fill out the Husbandry Services Request Form and drop it to the designated place.

How will the new system work?

DLAR currently enters census manually every week, but now we are going to automate census. Animals will be census upon arrival, census sheet behind each animal room will no longer be used. When animals die or are euthanized, you should remove the cage card from the cage, date it and hand it in to the DLAR office or place it in the cage card drop box in the facility. Location of drop boxes as followings:

Berg Facility: each floor in the corner by the entrance door

Skirball Facility: PI vestibule

Parasitology Facility: Room B1

Dental Facility: outside the husbandry technician's office

Can I keep the cage card after returning to DLAR?

Yes, please indicate "Return" on the cage card and the card will be returned to you by request.

What if my cage card is missing or damaged?

Please contact the supervisor at the facility.

I have multiples cage cards on one cage. Does it affect the bar coding census?

Yes, if you have more than one cage card on the cage, make sure the bar coded card face outward and no addition cage cards cover the bar code. This bar coded cage card must remain on the cage at all times.

Can I write or put the stickers on the cage card?

You may write on or put stickers on the cage card except the bar code area.

How often will you scan the cage cards?

We will perform audit census once a week.

If I take cages out of facility, what should I do to avoid incurring a per diem charge?

If there is more than 24 hours, the cage cards should be dated out to avoid a per diem charge. You have to inform supervisor to stop census and start census when you return the cages.

How do I transfer cage card to another investigator?

Animals transfer between investigators must be approved by the department. Submit a Husbandry Services Request form with transfer information in the In-House Transfer Request Section. Also complete the Cage Card Request Section with the receiving PI's information and new cage cards will be generated and placed on the transferred cages. Originated PI's cage cards will be census out.