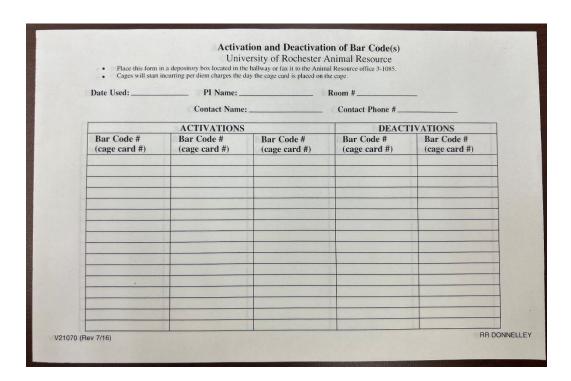
Dear research labs,

When generating a new animal cage/tank, please use one of the following three ways to begin per diem charges:

- (1). Place the portion of the paper cage card adjacent to the perforation in one of the black wall-mounted deposit boxes in vivarium hallways. Be sure to write the activation date on the paper strip.
- (2). Use this redcap link https://redcap.urmc.rochester.edu/redcap/surveys/?s=R8MFR33CAD to begin per diem charges.
- (3). Place the form pictured below (available in animal rooms) in one of the black, wall-mounted deposit boxes in vivarium hallways.



If you do not activate the cage card, per diem charges will be generated dating back to the last time the room was scanned.

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When removing a cage/tank from your census, please use one of the following three ways to end per diem charges.

- (1). Place the portion of the paper cage card above the perforation in one of the black wall-mounted deposit boxes in vivarium hallways. Be sure to write the inactivation date on the paper strip.
- (2). Use this redcap link https://redcap.urmc.rochester.edu/redcap/surveys/?s=KRWFXPJ3XK to end per diem charges.
- (3). Place the completed form pictured above (available in animal rooms) in one of the black, wall-mounted deposit boxes in vivarium hallways.

If you do not inactivate the cage card, per diem charges will continue.

Please let me know if may provide more information
HaPpY HoLiDaYs! Jeff

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