

December 15, 2023

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 ..... 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 ..... to begin per diem charges.
- (3). Place the completed form pictured below (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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