From: UCAR
To: "AR-ANNOUNCE@LISTS.ROCHESTER.EDU"
Subject: PLEASE READ- IMPORTANT INFORMATION
Date: Friday, October 8, 2021 2:09:15 PM

Good Morning!

An email account has been set up to submit narcotic orders to that will be monitored by a few people to ensure that orders are filled and billed.

It is ARLControlledSubstanceOrders@URMC.Rochester.edu

Because Lisa and Eileen do not know all of you and what your lab typically orders, I am asking that you please include the following on your PO's

- Number of vials requested, even if it is just one
- An email address to send any questions they may have to
- The lab name (the PI's name, not just neurology for example)
- Account number to be billed
- If ordering Ketamine, please specify if you want the 5 ml vial or the 10 ml vial (for reference, 5 ml vial is 100mg/ml and 10ml is 50mg/ml)
- Two signatures
- UCAR number

Until a technician is identified to take over this role full time, you will have to pick up orders at the pharmacy located in the basement just off the green elevators as these ladies would never be able to find the labs efficiently! ☺

When a new technician is hired for this position, he/she will send an email to be distributed to the list serve so that you can all move forward.

Thank you all for a fabulous 4 years in this role. It has been a sincere pleasure getting to know you all. I leave with a heavy heart but excitement as well-Bitter sweet I suppose!

The best to you all,
Deanna

Deanna Ruetz, CPhT
Department of Pharmacy
University of Rochester Medical Center
Animal Research Lab Pharmacy Technician
deanna_dake@urmc.rochester.edu
X66512
Fax 453-0320
Box 638

_____AR-ANNOUNCE_____
subscribers corner: https://lists.rochester.edu