



Montefiore

September 28, 2021

To all animal users,

As you are aware, the Institute for Animal Studies is transitioning to its new business management software platform called e-Sirius3G. A requirement of the new system is that **all mouse cages and individual larger animals must be identified by a unique bar code** generated by the system.

This unique **bar code** will facilitate accurate tracking of the census as well as movements and transfers of animals between facilities/ locations, study protocols, and investigators. **The unique bar code identifier is a REQUIREMENT of the system for acquisition, census management, communications about animal health, as well as billing.**

Beginning last year (June 2020), with your help, we were able to place bar code labels on nearly all of the rodent cages on campus (> 18,000 cages). We have continued to generate new unique bar coded cage cards for all newly purchased / acquired animals coming to campus.

However, many investigators in the EINSTEIN animal user community manage their own in-house breeding colonies and create their own animal cage cards for new cages (animals) that they produce. The IAS has been producing new bar code labels and providing them to investigators who request them. Unfortunately, in the intervening year, some breeding colony managers have not maintained the REQUIRED unique bar code labels on their cage cards, and we are finding a lot of cages that do not have these bar codes.

I am requesting your help!

It will be absolutely critical, from now on, that all cages, including any new cages generated (by breeding, splitting cages) have bar code labels.

Each unique bar coded label requires 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. For those investigators with multiple studies, more than one approved animal use protocol, and multiple billing Indexes, you must correctly assign the appropriate bar-coded labels to the right cages.

The IAS will provide labels (30 uniquely coded labels per sheet) for you to place on the upper part of existing cage cards. If you need bar code labels for existing cage cards, please contact the IAS office via this e-mail address: Einstein-AnimalInstitute@einsteinmed.org and request them. Remember: You must provide the **PI name**, **Protocol number**, and **Index** for each set of labels.

Please try to ensure that all of your cages are bar coded within the next few weeks (by **October 31, 2021**).

The IAS will start periodically scanning cages and contact investigators that still cages without bar codes.

Respectfully,

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