

FAQs

Budget Changes

What should researchers do if cages are transferred to a different budget?

Researchers will process this through a transfer request in AOps (transfer, account change). Remember in AOps, budgets are called accounts. In AOps, once a researcher does a budget transfer, it is linked to that bar code immediately. A researcher cannot do a budget transfer with a future date. For instance, on Feb. 20th, one can't change all the cages to a new budget with an effective date of March 1st. Instead, this should be done on March 1st. You can apply these changes retrospectively, if it is within the same billing period (within the same month).

If they wish, researchers can request DCM to print stickers for their existing cage cards (or print their own) to cover up the old budget number with the new one but this is not strictly required.

Make sure the account transfer is COMPLETED in the system (not just submitted, you need to click COMPLETE). See Quick Reference Guide: How to Transfer Financial Accounts (<https://www.washington.edu/compmed/billing-and-finances/aops/quick-reference-guides/>).

New budgets?

Email DCMbilling@uw.edu with the following information: new budget number, PI name, protocol number. Once the new account (budget number) has been activated in AOps, then you may do a budget transfer of the affected cage cards yourself.

Cage cards and Census

Cage Card Number, where is it?

The cage card number starts with a C then has multiple zeros, and ends in 6 unique numbers. It is on the cage card under the bar code. When asking for the cage card number, you only need to enter the unique numbers (last 4-6). In AOps online, enter % then the unique numbers to search for a particular cage card. The protocol and budget are linked to this number.

Should researchers have weaning cards available for accidental breeding events?

Yes, and these will be in the PI labeled index card boxes, both weaning and separation cards for each PI protocol/budget number, commonly referred to as "Reserve" cards. If you need more, they can be printed at the Kiosks or you may request them 24 hours in advance from the facility supervisor.

What task(s) should researchers do when they are low on cage cards?

Request cards at LEAST 24 hours in advance (weekdays only), or go to a kiosk and print them.

What if I'm low on cage cards with budget A? Can I just use budget B and change the budget on the cage card to A?

In that case, unless you go into AOps and change the budget linked to that cage card to budget A, it will still be charged to budget B. What you write on the card is for your information and does not change the census charges unless the change is made in AOps.

Can researchers request additional data fields be added to the cage card? If so, what is that process?

In most cases, DCM will be able to work with researchers to create their specialty cards with AOps barcodes included.

Why are some cage cards white and some yellow?

Cards that are white (weaning reserve cards and standard cards) debit animals from the IACUC protocol numbers. The yellow card is only used for separations and does not debit animals.

What if I put females that I wean in an existing cage or use a litter at weaning (thus no new cage is made)?

Use the Non-Standard Weaning or Culling of Pups form (on a small card in the room) to record the necessary information and put it in the envelope with the activation strips.

Can I re-use an old cage card?

No. Once a cage card is removed and then put back on the rack, per diems will be charged from the time of the last scan to the current scan. When you remove a cage card, deactivate it and take it out of the room.

Census Collection

How often will the tear-off strips be entered into AOps?

The strips will be entered into AOps 4-5 times a week, but, keep in mind, the date census collection begins is per the activation date on the tear-off strip. The date census collection ends is the date written on the deactivation strip. Please write legibly!

What should be done if an animal(s) is removed/died in a cage but others continue to reside in a cage?

Investigators can cross off the number of animals on the cage card and write the new number of animals on the cage card and, if they would like to keep the number of animals in the cage correct, they can modify the number in AOps as well. This second step is not required.

What happens if a researcher combines two cages together (takes one cage of two females and puts it with three other females)?

The cage card no longer in use should be deactivated (those animals have already been debited from the IACUC approved animal numbers). If the researcher wants to, they can transfer the animal from the source cage to the new cage in AOps to keep the number of live animals correct in AOps, but it is not required. Make sure the appropriate date of birth (s) are on the new cage card!

What happens if you fail to write the source cage card number on a yellow separation card activation strip?

The animal will be debited from your protocol as we will have to assume you used the wrong card.

What happens if I don't turn in the deactivation strip?

The cage will not be deactivated. The system will automatically deactivate it if it is not found after two scans. But in the meantime, that cage will accrue census charges!

What happens if I don't put a date on the deactivation strip?

We will deactivate the card on the day the strips are picked up. This will likely only be a problem on weekends, as we won't know if it was deactivated on Saturday or Sunday and you could pay for an extra day.

What if I accidentally pull off the deactivation strip when I take off the activation strip?

Start over with a new reserve card.

What should I do if the ink smears on my activation strip?

Start over with a new pen and a new card.

Transfers:

What should researchers do if cages are transferred to a different protocol with the same PI?

Researchers will process this through a transfer request in AOps and they are then responsible for printing new cards or DCM can print them or print stickers to cover the required information if they request.

What should researchers do if cages are transferred to a different room?

Location transfers (that do not involve a budget or protocol change) do not need a transfer request unless they are going to an ABSL2, an ABSL2+ room, or a new vivarium. In these cases, a transfer request should be entered into AOps.

The existing cage card can travel with the cage. The changes should be made electronically in AOps.

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Can weanling animals be placed on a different protocol, budget, or PI?

Yes, with a reserve card, weanlings could be weaned directly into a new cage with a different budget/protocol associated with the new cage card.

Husbandry Special Service Requests

When do I need to use AOps?

Only use AOps for special service requests (SSRs) if the request results in an account charge (extra cage changes for instance). For SSRs that are informational only (this cage is on special food, etc.), use the existing paper/website forms.

Veterinary Services Service Requests

When do I use AOps for service requests?

Generally, AOps will be used for isoflurane rentals, drug requests, health certificates, and euthanasia requests. For use of surgery suites and assistance with administration of anesthesia in large animals, please contact the appropriate VS office.