Animal Census
(Bar-coded Cage Cards & RFID Card Holders)
Introduction

The VSC uses AnimalTrax (https://animaltrax.stanford.edu) to automate many of your VSC requests such as online animal requisitions and transfers. AnimalTrax also provides real time validation of protocols and PTA accounts as well as online views of your monthly invoices. Some of the key features are:

- Online animal requisitions
- Online PTA management
- Real time tracking of the number of animals available for ordering
- Online invoicing
- Automated census and cage tracking utilizing radio frequency identification (RFID) technology
- Email notifications of animal deliveries
In this training, you will learn:

- How cages are identified and counted.
- How to discontinue per diem charges on cages when they are no longer in use.
Animal Census

• All animals will be counted and location tracked by using bar-coded cage cards along with radio frequency identification (RFID) card holders or stapled green tags.
• Reports are available for you to see the location of your animals.
  • Select Investigator > Reports from the main drop-down menu.
  • Select the desired report and then any optional criteria (housing location, protocol).
The RFID Holder/Tag & Bar-coded Cage Card

There are several important requirements of this system:

• **All cages must have a bar-coded cage card. If the cage is not properly labeled there will be a service charge to properly label the cage.**

• Each VSC-generated barcode (from a cage card or sticker) is uniquely linked to one RFID holder or green tag. **Do not** move VSC bar-coded cage cards between RFID holders.

• Only one VSC barcode is identified with each cage. **Do not** put an additional barcode sticker on a cage with a bar-coded card.

• All RFID holders or tags must be checked-out when the cage is no longer in use. **Do not** re-use or move RFID card holders from one cage to another.
Removing Animals From the Census (Stop Per Diem Billing)

- There are **check-out stations** located in all central animal facilities (RAF, SIM1, CMP, Clark).
- In these locations you will scan out your cages.
- All other facilities will have a special location to leave your cards.
Scanning out cages at self-checkout stations

• If your cage has a plastic red or pink card holder, or a green tag, take this to the check-out station.

• First CLICK in the "Manual barcode/RFID checkout" field

• Pass each RFID over the base of the scanner and check that it gets listed on the screen, then drop it in the slot.

• Click Save when finished.

• Detailed instructions are posted on the wall.
Scanning out cages - cont'd

- Note: all new cages from orders or transfers are already "active" in the system regardless if they have an RFID yet! If there's no RFID, see next slide ->
- If cages are not scanned out, per diem charges will continue until the cages are checked out by laboratory personnel.
- If the cages are not logged out and the cages have missed scanning for approximately 3 weeks, we will consider that the cages are no longer in the facility and the VSC staff will check-out the cages.
- If you can't use the computer, drop your RFIDs in the bin next to the station and VSC staff checks the bin once per day.
**Scanning out Cages without RFIDs**

If your cage does not have an RFID holder or green tag, write "CHECK OUT" in large letters on the card and drop it in the bin at the station.
Requesting Euthanasia

- If you are going to have the VSC staff euthanize your animals, place a **Request for Euthanasia** form on your cage (or rack) and mark all cages with green euthanasia tape.
- **REMOVE** the RFID holder or green tag, but leave the cage card on cage (use tape if necessary)
- Check out your RFIDs to stop per diem billing on the day your request is dated.
- If any of your cages are recent set-ups with barcode stickers that aren't activated/highlighted yet, then write "euthanized" on the front log sheet of your sticker sheet next to the barcode number.
• This concludes the Census training.
• Additional training modules (SUNet ID required) are on the VSC AnimalTrax Training Page.