

# The DLAM Sentinel

A Newsletter from the Division of Laboratory Animal Medicine (DLAM)

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## Who Do We Call?

As the holidays and Winter Closure approach, please make sure your cage cards are updated with a correct and current contact person and telephone number so you can be reached in an emergency. A cell phone number is preferred over a laboratory telephone number.

**Please note, if we are unable to reach you in an emergency, an animal may be treated or euthanized at the discretion of a DLAM veterinarian for animal welfare reasons.**

To update your email contact lists for health cases regarding sick or injured rats or mice, the PI or Lab Manager logs into the PI Portal from the link from any health case, or from the DLAM website (<https://portal.dlam2.ucla.edu/>). Click on the "Lab Contacts" tab at the top of the Active Cases screen. The entire list of contact names for your lab will come up. If you are a "Lab Manager" you will see "LM" after your name, and you can edit the list. If not, only the PI can do this. Click on any name to edit it or to delete it. To add names, click on the "Add Contact" button just to the upper right corner of the list. You must have the university ID of the person you want to add, and they must be listed in the RATS system. If you click the button on the "Status" line to make the person a "Lab Manager" they will always receive health case notices and have permission to edit the contact lists. Otherwise, from this main Lab Contacts screen, check the box in the far left column for "Receive Case Notice," then they will also always receive the health notice but not be able to edit the list.

To update the general laboratory contact list in Outlook that DLAM uses to send out "found dead" notices, distribute *The DLAM Sentinel*, and share other general information, please send a current list with names and email addresses to [jreeves@mednet.ucla.edu](mailto:jreeves@mednet.ucla.edu).

## DLAM Clinical Lab Services

Let us serve your Hematology, Chemistry assay, and Cytology needs!

Please inquire with the DLAM Clinical Lab regarding tests and pricing!

AK Navarro-King  
DLAM Clinical Lab Coordinator  
[anking@mednet.ucla.edu](mailto:anking@mednet.ucla.edu)

We look forward to working with you!!

## DLAM Holiday Hours and Schedule Changes

**DLAM Pharmacy** will be closed on Dec 20<sup>th</sup>, and then Dec 23<sup>rd</sup> – Jan 3<sup>rd</sup>. Please plan ahead and put your orders in early for any supplies you may need over this time period. [DLAMPharmacy@mednet.ucla.edu](mailto:DLAMPharmacy@mednet.ucla.edu) for information.

### **DLAM Diagnostic Lab and Necropsy Service**

Winter Closure: 12/23/16-1/2/17 (re-opening on 1/3/17)

The CHS 2V-124 **Rodent Surgery room** will also be closed effective Dec. 22<sup>nd</sup> – Jan. 2<sup>nd</sup> and re-open on Jan. 3<sup>rd</sup>. Users should make their plans and reservations soon.

## 2015/2016 Holiday Delivery, Import / Export Schedule Changes

Please note the following schedule changes for the 2016-2017 holiday periods.

**CHRISTMAS and NEW YEAR Holidays Weeks:** Vendor Deliveries, Imports, or Outgoing shipments will NOT occur from **December 19<sup>th</sup>, 2016 through January 2<sup>nd</sup>, 2017**.

The **last** delivery date for 2016 is **December 13<sup>th</sup>**. The **order deadline** for that delivery date is **December 6<sup>th</sup>, 2016**.

The **first** delivery date for 2017 will be **January 3<sup>rd</sup>**. The **order deadline** for that delivery date is **December 13<sup>th</sup>, 2016**.

*All orders placed between the dates of 12/14/2016 and 01/03/2017 will be processed to arrive on 01/10/2017 as space allows.*

Please inform all users in your department about the holiday delivery schedules. If you have any questions or concerns please contact Tensie Palmer at x42571, [tpalmer@mednet.ucla.edu](mailto:tpalmer@mednet.ucla.edu) as soon as possible.

## DLAM Emergency Phone Tree

Please take note of the DLAM Emergency Phone Tree number of **310-825-2200**, and use this for all veterinary or facility emergencies either after-hours, on the weekends or over the holidays

## Please Check Those Empty Cages

DLAM staff have found live animals in cages that have been left in dirty cage return bins for the various vivaria. We ask that you please take a moment and double-check that you are truly depositing empty cages into these bins. Thank you!