**Transferring mice to Lurie Sub-Basement Rm411 for metabolic studies:**

1. First, please fill out online transfer form for the original group-housed cages with destination as Lurie Sub-Basement Rm411 (For Monique: no need to email the lab about the newly transferred barcode as they will be deactivated the same day of transfer.)

2. Physically bring the original cages to Lurie Sub-Basement by PI’s lab. We will be waiting for you by CCM office at Lurie Sub-Basement.

3. Fill out separation slips for each cage. Please check “Separation”, write down the original cage card number from which the animals are separated, the date of separation and location as Lurie SB Rm411.

4. Deactivate the original cage cards, please write down the date of deactivation.

5. Place the white slips of the separation cards and the deactivated original cards together in the CCM drop box.

6. Email Monique Drones (see below) at CCM stating that these new cards are separated from the original cards and the original cards are deactivated as well.

7. Monique will email the PI’s lab when barcodes are ready to pick up.

8. Please pick up the barcodes and drop them off at the core (Lurie 7-220). We will attach them to the separation slips (yellow ones) in the metabolic chamber room.

9. When experiment is done, deactivate the cage cards and barcodes altogether and send an email to Charles Martin about the deactivation of these cards. That way, you can make sure that CCM places the appropriate charges on your cages.

Related persons and emails:

Monique Drones: m-drones@northwestern.edu 3-1113

Charles Martin: c-martin2@northwestern.edu