



Biological Resource Facility

Institutional Animal Care and Use Committee

PROCEDURE FOR ORDERING ANIMALS

All animals must be ordered through the BRF office. Animals cannot be ordered without an approved and current IACUC protocol. The protocol number should be clearly typed on the Purchase Order (PO) - there are no exceptions to this. The IACUC/BRF coordinator will check that the protocol number listed is valid and that the number of animals requested does not exceed the number approved before placing the order*.

If the project is extramurally funded (e.g. grant from NIH or other agency), the PO must first be sent to the Office of Sponsored Research for approval. After this, the PO will be forwarded to Purchasing where a number will be assigned to the PO. Then, the PO will be sent to the BRF office where the order will be checked and placed.

If the project is intramurally funded (e.g. departmental account), the PO should be sent to the Business Office for approval. Purchasing will assign a number to the PO and forward the PO to the BRF office where the order will be checked and placed.

Paperwork for animal orders must be complete and physically in the BRF office by noon on Thursday in order to receive animals the following week. *Exceptions to this will be granted by the BRF Manager only in rare and unusual situations.*

In order to prevent delays and ensure that PO reaches the BRF by Thursday noon, the order should be in the Office of Sponsored Research (or the Business Office if intramural funds are used) by Tuesday at 11:00 a.m.

Standing orders for animals: After the initial paperwork is done establishing a standing purchase order - all that is required is a call to the BRF office (X-8321) by noon on Thursday to receive animals the following week.

Investigators should consult the BRF manager concerning space, housing requirements and costs, particularly if the protocol is new, involves a new species, involves unusual conditions, or a large number of animals, prior to placing an order for the animals.

*NOTE The IACUC/BRF coordinator keeps track of the animal numbers and will notify the PI when the remaining number of animals approved for use gets low. Small overages can be addressed through a letter the PI writes to the IACUC requesting a minor amendment to the protocol. However, if the request exceeds the originally approved number of animals by > 20%, The PI will be required to prepare a Significant Amendment to the protocol. This application form is on the IACUC web site. Since significant amendments are reviewed in a manner similar to new animal protocols, the PI should plan ahead and allow enough time for this process.