

SOP #: 401.01Title: SOP - Animal Ordering

Approvals:

Attending Veterinarian _____

Date: 10/11/12

Assistant Director LAR _____

Date: 10/11/12

1. Purpose

1.1 The purpose of this standard operating procedure is to describe the standards and procedures employed by the Laboratory Animal Resources Center (LARC) to process animal purchase and transfer requests.

2. Responsibility

2.1 It is the responsibility of ACF supervisory personnel to ensure compliance with this procedure and to train employees responsible for performing this procedure.

3. Definitions

3.1 ACF - Animal Care Facility

3.2 PI – Principal Investigators

4. Guidelines

4.1 Animal Purchase Requests

4.1.1 PI/research staff submits an Animal Purchase Request to the Assistant Director of ACF (rfernand@fiu.edu).

4.1.2 The Assistant Director verifies that adequate space is available in the vivarium for the requested animals.

- 4.1.3 Once space is verified, the Assistant Director confirms that the PI has enough animals remaining on their protocol to cover the requested order.
- 4.1.4 Once the animal numbers have been verified, the order is approved and an E-mail confirmation is sent to the PI (and applicable research staff).

4.2 Animal Transfer Requests

- 4.2.1 PI/research staff submits an Animal Purchase Request to the Assistant Director of ACF (rfernand@fiu.edu)
 - 4.2.2 The Assistant Director verifies that adequate space is available in the vivarium for the requested transfer.
 - 4.2.3 Once space is verified, the Assistant Director confirms that the PI has enough animals remaining on their protocol to cover the requested transfer.
 - 4.2.4 Once the animal numbers have been verified, the transfer is granted and the approval will be E-mailed to the PI (and applicable research staff).
- 4.3 Once the Attending Veterinarian is satisfied with the Animal Health Report, an authorization email to the transferring institution will be sent with applicable shipping info (account #, etc.). The PI may then proceed with animal shipment to FIU.