

Purpose: This sop is to provide uniform ordering of research animals to be housed in the BVAMC basement animal facilities to ensure accurate tracking of animal usage as required by the University of Maryland School of Medicine IACUC and Federal regulatory requirements.

- 1) Complete the BVAMC Animal Request Form:
 - PI Name, request submission date
 - IACUC: protocol # , approval date and expiration date
 - VA Promise number and approval date
 - Planned arrival date of animals
 - Fill out the VA or BREF purchase order form with Species, Strain and number of animals per strain to be ordered
- 2) Contact the animal facilities manager where the animals are to be housed, conventional or ABSL3, to initial the Animal Request Form as to their awareness of incoming Species and Number of animals to verify adequate housing is available prior to animal delivery.
- 3) If the source of animals is not from an approved vendor (those listed on the form), the VA attending Veterinarian must be contacted to initial that required health reports have been received and no disease/health problem could be identified that would be a risk to the animal facilities. (NOTE: Approved vendors may change depending on their animal health surveillance reports).
- 4) Summit the BVAMC Animal Request Form with the respective VA or BREF purchase order to a VA ordering agent noted on the bottom half of the Animal Request Form.

This completes the SOP for the PI's responsibility in placing an animal order.

The following applies to ordering agent (s) located in VA Research Office Rm. 3A-125

- 1) The ordering agent located in 3A-125 will fax a copy of both forms to Veterinary Resources and contact the ordering agent at that facility by phone (116-1425) to verify the number of animals ordered and allow recording of the animal use numbers, by protocol, in a database maintained at that facility. The order will be approved by VR if adequate animal numbers are available from the approved IACUC protocol. If requested animal numbers are not available due to prior use, the purchase order form may be resubmitted to use the maximum number still available while using the original Animal Request Form (as fewer animals than requested when submitting the Animal Request Form would be ordered).
- 2) The agent in Veterinary Resources will issue a "Granit" requisition number and put it on the return faxes of the purchase order and Animal Request Form. In the event the Fax is unavailable, scanning and electronic e-mails may be used for sending of forms and return of Granit numbers. Keep a copy of the returned faxes or (print out copies of e-mails) with your original purchase order and Animal Request forms.
- 3) The VA ordering agent may then place the order once this Granit number is received.
- 4) A copy of the finalized BVAMC animal purchase order and Animal Request Form with the Granit Requisition # assigned by Veterinary Resources is to be placed in the Attending Veterinarians mail box located in the third floor Research and Development Office.