

## LABORATORY ANIMAL RESOURCES ANIMAL REQUESTS

### *The Process*

- To order animals, the PI or assigned representative must submit a completed Animal Request Form to the LAR Administrative Office via hand delivery (A234), e-mail ([LARoffice@ncsu.edu](mailto:LARoffice@ncsu.edu)), or fax (513-6283). Forms are available from the Administrative Office in A234 or on the web page. (<http://www.cvm.ncsu.edu/lar/forms.htm>)
- A minimum of two (2) business days must be given for ordering animals to assist in timely preparation and delivery.
- Animal orders that exceed \$5000 must go through University Purchasing for approval. A minimum of 4 weeks notice should be given to assist in timely delivery.
- Investigators wishing to obtain and use animals in the LAR facility must have an active protocol approved by the IACUC, unless the PI has made prior arrangements to obtain animals on the LAR “holding” protocol; contact [LARoffice@ncsu.edu](mailto:LARoffice@ncsu.edu).
- If animals are on the holding protocol, the PI will be charged regular per diem rates, but animals may not be used during this time.
- Animals must be purchased from approved vendors, unless approved by the LAR Assistant Director (AD). Animals obtained from a non-approved vendor, or those being sent from another university or similar source, will require quarantine and health monitoring at the PI’s expense.
- Standing orders will be limited to one year or the annual expiration date of the protocol (including weanling orders).
- The LAR Administrative Office will compare the number of animals requested to the number available on the approved protocol. If ordering the requested number of animals brings the investigator close to the total number allotted for the protocol, then the investigator will be notified. If the order will exceed the IACUC-approved number, PI will be notified to submit an IACUC amendment request to increase animal numbers.
- The LAR Administrative Office personnel will place the order only after the Facilities Manager (FM) has confirmed available housing space and equipment. PIs are encouraged to contact the FM with any questions about the logistics of housing animals in LAR.
- If bio-hazardous substances will be used in animals, the PI will be asked for assistance in preparing written Standard Operating Procedures for care of the animals. The SOP must be completed before the project can be started.
- If biological agents (e.g., tumor cells, tissues, or sera) are to be used in animals, testing of the material for infectious agents may be necessary. Please contact the AD for additional information.
- Veterinary consultation is recommended whenever studies may involve pain or distress, including use of animals with known abnormalities. Assistance is also available for ordering pathogen-free animals is required, through one of the LAR Veterinarians or on the web page. ([www.cvm.ncsu.edu/lar/](http://www.cvm.ncsu.edu/lar/))

**LABORATORY ANIMAL RESOURCES ANIMAL REQUESTS**  
***The Form***

The Animal Request Form has been revised to make it more user-friendly. Please take a minute to familiarize yourself with the new layout. Several changes have been made and we ask that you abide by the following:

1. Provide the IACUC protocol number, the principal investigator and the contact person with their phone numbers. This will assist the LAR Administrative Office in contacting the appropriate person if more information is required.
2. List the account number, department name, and the name of the person (if other than the listed principal investigator) with fiscal oversight on the account.
3. Provide all information needed to order the animals, such as: species, strain, sex, quantity, weight, age, vendor, project end date and requested delivery date.
4. List the name of the approved vendor.
  - a. If no preference is provided, LAR will choose a source based on the information provided.
  - b. Use this space to indicate if animals are to be “rented” from LAR colonies.
5. Specify any special procurement requirements or instructions, such as pregnant, free of specified pathogens, order placed by PI, etc.
6. Give Signatures:
  - c. Notify the LAR Office via email ([LARoffice@ncsu.edu](mailto:LARoffice@ncsu.edu)) if anyone other than the PI is authorized to sign the request form.
  - d. All forms must be signed for accounting purposes.
7. List Animal Housing and Care Information (now a standard request). Note any special animal requirements in the space provided.
8. Update Emergency Contact Information if any changes have occurred.
9. Technical services ([http://www.cvm.ncsu.edu/lar/pdf/technical\\_services\\_policy.pdf](http://www.cvm.ncsu.edu/lar/pdf/technical_services_policy.pdf)) will continue to be provided by submission of a separate form.  
(<http://www.cvm.ncsu.edu/lar/forms.htm>)