


Laboratory Animal Resources Center (LARC)		
Title: Animal Procurement Procedures		
SOP#: A3	Date in Effect: 7/2013	
	Revision Date: 4/2018	
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A) PURPOSE

To outline procedures for procurement of animals from vendors and other institutions.

B) SCOPE

This Standard Operating Procedure (SOP) applies to all UTEP Principal Investigators, Research Staff/Students and Laboratory Animal Resources Center (LARC) personnel.

Definitions:

AV – Attending Veterinarian

PI – Principal Investigator

FM – Facilities Manager

OATM – Quality Assurance Training Manager

ASM – Administrative Service Manager

AHS – Animal Husbandry Supervisor

PO – Purchase Order

ETA – Estimated Time of Arrival

C) PROCEDURES

1. Requesting Animals from a Vendor – PI or Designee Procedures OVERVIEW

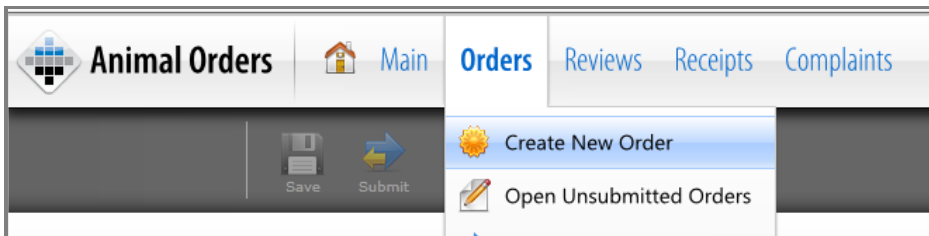
- a. Submit an Animal Order Form in TOPAZ per instructions below, **at LEAST 2 WEEKS in advance of desired animal ETA.**
- b. View e-mail notification of Order placement containing account number for charges to: Attending Veterinarian (AV), tjstottreynolds@utep.edu, Animal Facilities Manager (FM) Oscar Sanchez, osanchez@utep.edu, Quality Assurance Training Manager (OATM), Patty Hash Duarte, phashduarte@utep.edu, Administrative Service Manager (ASM) Sylvia Balli, sballi@utep.edu, and Animal Husbandry Supervisor (AHS), Mario Payan, mapayan@utep.edu.

2. Processing Animal Procurement Requests from Vendors – LARC Team Procedure OVERVIEW

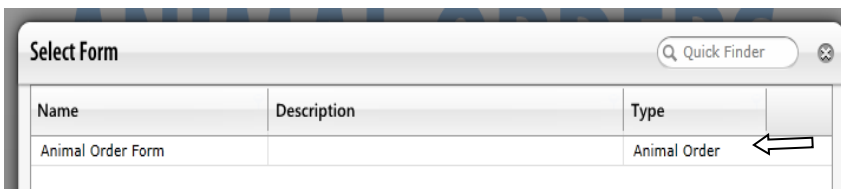
- a. AV reviews TOPAZ order, chooses an origin barrier and obtains the corresponding health report for that barrier. AV sends health report to LARC ASM via email, if health report is satisfactory.
- b. AHS or AFM checks to verify adequate space and resources to receive the animals and communicates this to AV and LARC ASM via email.
- c. LARC ASM contacts the vendor and utilizes the TOPAZ order form in AMS to obtain a quote from vendor, then sends quote to PI for approval, copying AV.
- d. If health reports are acceptable, space in quarantine and housing room are confirmed, and PI approves quote, then AV requests initiation of PO by LARC ASM.
- e. PO must route through Miner Mall to PI (or owner of account used if not PI) and AV prior to PO completion; once approved, Miner Mall automatically sends the PO to the vendor and the order is officially 'placed.'
- f. The AV or one of the LARC staff will notify the PI and discuss options if there are concerns such as:
 - i. the vendor cannot fulfill the order as requested;
 - ii. that the health reports/history are unsatisfactory;
 - iii. that space in quarantine or the room is unavailable, or that
 - iv. the order will not ship to arrive by the date requested

3. Placement of Animal Order in TOPAZ Elements

- a. Select Animal Orders > Orders > Create New Order



- b. Select line for Animal Order Form




c. 1 Protocol Info: Select appropriate Protocol/Species 

Protocol #	Version #	Species	Protocol Title	Species Description
A-200710-1_533531	2	Mouse #1	Animal Health Monitoring	Balb/c
A-200710-1_533531	2	Mouse #2	Animal Health Monitoring	Generic
A-200710-1_533531	2	Rat #1	Animal Health Monitoring	S/D
A-200710-1_533531	2	Rat #2	Animal Health Monitoring	Generic
A-200710-2_570636	2	Mouse #1	Maintenance and Holding Procedures for I	Generic
A-200710-2_570636	2	Rat #1	Maintenance and Holding Procedures for I	Generic

1a

i. Select Protocol Line (1a)

ii. Select Save , then Select Next 


d. 2 Order Info: Select Vendor 

i. Fill in **Project Number of Cost Center** and **Account Approver** fields, then Select Next 

e. 3 Delivery Info: Select 


i. Select Desired Arrival Date and Add Deliveries and Select OK 



Add Deliveries



 Delivery Calendar

January 2018

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10


 Deliveries


#	Expected Date	Remove
1	1/29/2018	
2	2/13/2018	

ii. Select Show Deliveries 

iii. Enter all requested information.


- Animals per Pain Category # of Female , # of Males
- Strain/Stock/Breed
- Age/Weight
- Housing Location 
- Cage Type
- Number Per Cage (Enter the desired number of animals per cage)

- Delivery Comments (Enter desired special instructions for the animals upon arrival i.e. bedding type, enrichments)
- Per Diem Account 

f. Click on Save  then Submit  and Set Status 



NOTE: If you need to edit or cancel your order, you can do so on the Animal Orders Module >

Orders > Open Submitted Order > Select the Order Line > Click OK 



4. AV, QATM and AFM will receive an email containing the Animal Requisition created by PI.
5. Upon approval of an Animal Requisition by LARC/Issuance of PO to vendor, LARC ASM will Approve the Animal Order in Topaz according to the Animal Order placed by the PI (ASM will Approve Animal Order per instructions Section 8) and screenshot below).
6. PIs are responsible for approving orders in Miner Mall or ensuring that the owner of the account to be charged (if not PI) does so expediently.
7. An e-mail confirmation to all appropriate parties will disseminate once the order has been completed (AV, PI/Designee, AFM, QATM, AHS, and ASM).
8. ASM will be Approving Animal Orders on Topaz by using the following steps.
 - a. Open Animal Order Module on Topaz
 - b. Select Review > Open Submitted Orders
 - c. Select from the Order Line (2a) and Click OK 

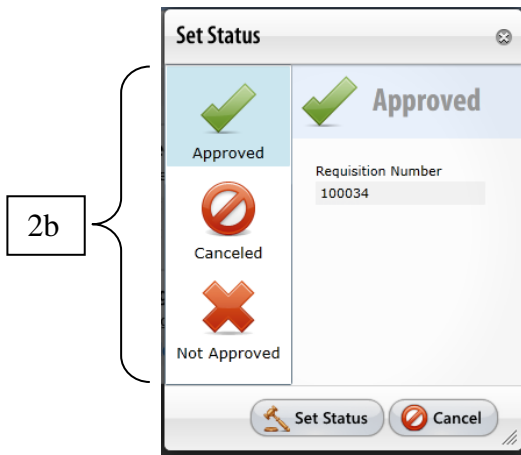
Select Submitted Request Filter: Not Set...

<input type="checkbox"/>	Request ID	Protocol #	Strain/Stock/	Species	Submission D	Principal Inve	Requester	Vendor
<input type="checkbox"/>	100118	A-201307-1_49	Hsd: WI	Rat #1	12/13/2017	O'Dell, Laura	Ibarra, Melissa	Envigo RMS, In
<input type="checkbox"/>	100120	A-200701-1_43	Hsd: WI	Rat #1	12/13/2017	O'Dell, Laura	Ibarra, Melissa	Envigo RMS, In
<input type="checkbox"/>	100123	A-201701-3_10	Balb/c	Mouse #4	12/21/2017	Francia, Giulio	Parra, Karla	Envigo RMS, In
<input type="checkbox"/>	100124	A-201701-3_10	C.B-17SCIDS	Mouse #1	12/21/2017	Francia, Giulio	Parra, Karla	Jackson Labs
<input type="checkbox"/>	100125	A-200710-1_53	Balb/c	Mouse #1	1/2/2018	Stott Reynolds,	Hash-Duarte, P.	UTEP
<input type="checkbox"/>	100126	A-201509-1_80	Sprague Dawley	Rat #2	1/2/2018	Serafine, Kathe	Ramos, Jeremie	Envigo RMS, In
<input type="checkbox"/>	100127	A-201708-1_11	Hsd:SD	Rat #1	1/2/2018	Serafine, Kathe	Ramos, Jeremie	Envigo RMS, In
<input type="checkbox"/>	100128	A-201701-1_10	Hsd: WI	Rat #1	1/2/2018	Castaneda, Edw	Ramos, Jeremie	Envigo RMS, In

Page 1 of 1. 8 total record(s) found.  

2a

- d. Review information on form and click Status 
- e. Select the appropriate status for the Animal Order (2b. Approve, Cancel, Not Approved) and Click Set Status 



9. Transferring Animals Between Institutions (Non-vendor)

- a. Animals requested must already be approved on an active IACUC protocol belonging to the PI placing the transfer request.
- b. PI completes the Inter-Institutional Animal Transfer Request Form and forwards via email to AV **at LEAST 3 WEEKS in advance** of desired animal ETA.
- c. As per instructions for vendor procurement requests above, PI places Animal Order Request in Topaz, once completed Topaz will send a notification of such action with account number included (unless it is verified that the other institution will cover the costs associated with any transport and/or laboratory testing)
- d. PI contacts the IACUC office to determine if a Material Transfer Agreement (MTA) is required
- e. LARC contacts other institution to obtain or provide animal health reports and health history information
- f. If AV, PI and both institutions agree to proceed, AV or sending institution will arrange for acceptable transport from a reputable animal courier company.
- g. All Inter-institutional Animal Transfer Requests will proceed on a case-by-case basis from this point, depending on transport arrangements, animal health status, etc...

10. Receiving Animal Orders

- a. LARC staff will receive Animals by following SOP A2: Animal In-Processing and Receipt.
 - i. Unless otherwise specified by the AV, all incoming animals will be subject to an acclimation and quarantine period prior to release and room transfer for research use.
- b. LARC will not assume responsibility for animals not arriving within the desired timeframe when the minimum advance notice is not observed as specified above.
- c. Additional time may be required during months containing major holidays.