

Sam Houston State University Science Annex

One Time *Mus musculus* Acquisition

SOP #: MM-005

Date adopted : _____

Last revision : _____

Purpose

To explain how researchers can procure laboratory mice (*Mus musculus*) for one time, on campus use.

Responsibility

It is the responsibility of the SHSU Science Annex Operations Manager to provide the requested mice in the agreed upon timeframe.

It is the responsibility of the Principal Investigator to ensure that the appropriate IACUC paperwork is on file, to submit all requests in a timely manner and to reimburse the Science Annex via [Interdepartmental Order Form](#) upon receipt of the mice.

Procedures

Laboratory mice (*Mus musculus*) can be purchased directly from the Science Annex at a rate of \$5 per male and \$4 per female/unspecified gender regardless of size.

Notify the Science Annex Operations Manager of your mouse needs by email (tivador@shsu.edu) at least 30 days before you will require them. Due to the limited quantity of mice kept at the Science Annex, orders of over 30 mice may require a longer lead time, inquire about availability. No extra mice are ever kept on hand at the SHSU Science Annex, so rush orders are not possible.

Payments are processed via [Interdepartmental Order Forms](#) through the Controller's Office. These forms will be submitted upon fulfillment of the order.