

Sam Houston State University Science Annex

Animal Ordering

SOP #: FM-008

Date adopted : _____

Last revision : _____

Purpose

To outline the policies and procedures for the procurement of live vertebrate research animals.

Responsibility

The Science Annex Operations Manager is solely responsible for ordering live vertebrates for teaching and research on campus. Prior to placing an order, the Operations Manager MUST have a final decision letter from the IACUC indicating the investigator has an IACUC approved protocol. It is the responsibility of the investigator to provide these materials to the Operations Manager to ensure the order is placed. Development of the protocol should be done in conjunction with the Operations Manager to ensure the facility has adequate space and equipment to care for the proposed species. All materials must be provided to the Operations Manager at least one week in advance of the desired order date..

Procedures

ALL animal purchases on campus must be approved by the Operations Manager of the Science Annex one week in advance of the transaction.

A request email with the pertinent IACUC paperwork attached should be sent to tivador@shsu.edu (cc iacuc@shsu.edu).

The request will be processed and you will be notified of approval as soon as possible (if the request is approved) via email.

Contact IACUC and complete the requisite paperwork at the link below:

<http://www.shsu.edu/dept/office-of-research-and-sponsored-programs/compliance/iacuc/>

No study lacking IACUC endorsement will be allowed to order animals.

Complete the [Room Use Application](#) form on the Science Annex website. If the Room Use Application is approved, a date can be set for move in.

Await contact from the Science Annex Operations Manager before ordering or obtaining any animals.