


CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

	POLICY PUR 305.01
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Live Animals	Effective date: 07/01/1996
Source: University policy United States. Public Health Service. National Institutes of Health. Publication No. 85-23 (1985), NIH Guide for the Care and Use of Laboratory Animals Animal Welfare Act, Public Law No. 89-544, 80 Statutes-at-Large 350 (United States Code, Title 7, Chapter 54 §§ 2131–2159 (2005)); amended by Public Law No. 99-198, 99 Statutes-at-Large 1645–1650 (codified as amended at 7 United States Code §§ 2132, 2143–2146, 2149, 2157 (Supp. III 1986))	Revision date:

PURPOSE

To assign the responsibility for the ordering and procurement of live vertebrate animals use in teaching and research.

POLICY

PUR 305-01-01: Approval for Live Animals Procurements

The Institutional Animal Care and Use Committee (IACUC) is responsible for reviewing and approving all teaching and research activities involving the use of live vertebrate animals. No live vertebrates may be obtained or used without prior IACUC approval and notification of the IACUC Coordinator before animals are ordered. The IACUC coordinator must monitor procurement to ensure animals are obtained legally and that the number of animals does not exceed that approved by the IACUC. Most vertebrates may only be obtained from approved vendors to assure that only pathogen free animals enter the facility. The IACUC must previously approve any exemptions to this policy.

PUR 305-01-02: Purchase of Live Animals

The requesting Principle Investigator (PI) or designee shall E-mail the following information to the IACUC coordinator:

1. Animal Genus and species, stock/strain/breed or common name,
2. Gender
3. Age
4. Number of each requested
5. Specific Pathogen Free vendor
6. Any specialization requested (i.e., surgical procedure, timed pregnancy)
7. Date of arrival requested
8. Approved IACUC Protocol Number and PI name
9. Area/Organization Number

The IACUC coordinator will place orders within 3 business days. Confirmation of vertebrate animal order will be E-mailed to PI and requestor with arrival date information.

CROSS REFERENCE

[PUR 205-00](#) Prohibited Purchases

[PUR 302.01](#) Departmental Purchase Orders

[PUR 303-00](#) Competitive Bidding (Complete Section)