

# Procedures for Purchasing Animals

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**NOTE:** Each investigator's research project is assigned a protocol number. An investigator is permitted to purchase animals after the IACUC committee has reviewed the RO-5, RO-4A and RO-4B forms submitted by the investigator and issued full approval to begin their research on animals. The research project's protocol number is assigned a maximum quota of animals to be used in the research project.

## WHAT THE INVESTIGATOR MUST DO TO PURCHASE ANIMALS

Complete Order Form	Must fully complete a " <u>Research Animal Order Form</u> ".
Sign Order Form	The order form must have the approval signature of the principle investigator or authorized laboratory personnel.
Deliver or Fax Order	The order form can be hand delivered to the Office of Animal Resources located at M-28, Jefferson Alumni Hall, or can be faxed to (215-592-1293). <b>(DO NOT MAIL ANIMAL ORDERS)</b>
Process Orders	Animal vendors have specific delivery days. If delivery is requested on a special day, then the vendor charges higher delivery fees. The order should be submitted at least one week prior to the expected delivery date, whenever possible, to insure that the animals can be delivered. Deadline for ordering animals to be delivered the following week is Thursday by 12:00 noon.

## DUTIES - OFFICE OF ANIMAL RESOURCES & LABORATORY ANIMAL SERVICES

Places Order	The Office of Animal Resources will call the vendor and order the animals.
L.A.S. Checks the Health of the Animal	When the animals are delivered the Laboratory Animal Services animal technician will check the health of the animals, place the animal in appropriate cages and put in the assigned room.
O.A.R. Notifies Investigator of Delivery	The Office of Animal Resources will call the contact person to notify them that their animals have been received.
Purchase is Billed to Investigator's Account	

## WHAT IS A CAGE CARD?

Cage Cards are Generated from the Order	Cage cards are generated when the animals are delivered. A cage card is a bar coded card which contains essential information regarding the animals in the cage by the L.A.S. Animal Technician. The cage card is a very important document. Listed below are some of the purposes of this card.
Contains Important Information	The cage card provides information concerning the cage such as the owner of each cage, protocol number, contact person, type of food, type of bedding and the date the cage became active.
Electronically Scanned	The bar code on the cage cards are electronically scanned weekly. This information is loaded into our computer; therefore, we know which cages are currently active.
Billing for Per Diems	<u>Per diem charges</u> are billed to the investigator based on the cage card begin date and the end dates.
Investigator Must Enter the Conclusion Date	It is very important that when the cages are empty and all of the animals which were in the cage have been sacrificed, that the investigator write on each cage card the conclusion date and initial the cage card. Per diems are billed based on the conclude date written on the cage card.
Deposit Concluded Cage Cards	The cage cards after being concluded should be immediately placed in the drop off slot designated by the L.A.S. animal technician. The cage card is returned by our Animal Technician to the Office of Animal Resources where the cage card is concluded in the computerized database.

## NOTIFICATION OF ANIMAL CHARGES TO INVESTIGATORS

Monthly Billing Cycle	There is a monthly billing cycle for animal charges. Interdepartmental charges are processed to the investigator's charge code account. There are three types of charges which are listed below:
Type of Charges	<u>Per Diems</u> - all per diem fees for the prior month will be calculated and billed in the monthly billing cycle.

	<p><b>Purchase of animals</b> - these are included in the Monthly Billing cycle when the vendor's invoice is received.</p> <p><b>Supplies and Services</b> - when investigators request the special services of the animal technicians or request special supplies, then the animal technician processes accounting sheets which will be billed in the monthly billing cycle.</p>
<p>Monthly Reports Notifying of Charges</p>	<p>Reports are issued monthly detailing the charges to the investigator's protocol number and to the investigator's charge code account number for the prior month.</p>

After receiving the vendor's invoice, the Office of Animal Resources (O.A.R.) will process an Inter Department (IDC) charging the investigator's account for the vendor's cost and shipping charges for the animals plus O.A.R.'s handling charge. See attached for an explanation of how the handling charge is determined. All charges to the Investigator's funding account or protocol will be listed on the O.A.R. billing report which is sent to the Investigator on a monthly basis.

Review a [Research Animal Order Form](#) online.

Review an [Animal Space Request](#) online.