

IN-PROCESSING POLICY

In order to minimize the possibility for housing animals incorrectly, animals arriving in complex shipments with multiple strains, multiple birth dates, and/or multiple timed-pregnant dates the following new procedure will be initiated:

- * When placing an animal order, clearly indicate your housing requirements in the “special instructions” section of the order form.

- * When the PI requests specific animals from a special colony (either at a vendor or university) and they call the vendor themselves, the Comparative Medicine Facility (CMF) must be provided with the specific details at the time the order is placed in the portal. Again, this should be specified in the “special instructions” section or by putting in a separate order for each strain, birth date or timed pregnant dates.

- * Vendors will be requested to ship animals of different strains, birth dates, timed pregnant dates, etc. in separate containers to preclude animals from chewing through partitions.

- * For all such complex animal orders the CMF requires a member of the research staff to be present during the uncrating process.

- * Animals will not be uncrated until a member of the PI’s staff is present. Both the research technician and the CMF technician will sign the packing slip to verify the animals were housed appropriately.

Effective 1/27/05