
Animal Ordering Guidelines

(Purchase of Live Animals)

POLICY AND GENERAL STATEMENT

The University of Texas Health Science Center at Houston (“UTHealth Houston”) requires that all requisitions for purchasing live animals be approved by the Center for Laboratory Animal Medicine and Care (“CLAMC”), located in the Medical School Expansion (MSE) Building. CLAMC staff must verify that housing space and supplies are available for the care of animals before they are ordered. All requests sent to CLAMC to purchase animals must be accompanied by an active Animal Welfare Committee protocol number with adequate animal numbers available. Please allow two business days for CLAMC processing.

The CLAMC administrative office is responsible for contacting the vendor to authorize and/or modify shipment for all animal orders. While investigators may need to contact the vendor's UTHealth representative to inquire about a specific animal model or vendor-performed surgery, **no animal orders should be initiated by the investigator or his/her representatives as this could jeopardize the investigator's research compliance.**

PROCEDURE

Request for the purchase of live animals must be made in accordance with the procedures outlined below.

The Principal Investigator (PI) or designated research staff member must submit a request via the iCARE vivarium management software system. The following details must be included:

- Vendor Details: preferred vendor and a requested delivery date
- PI Details: investigator, department and protocol number
- Ordering Details: description to include commodity code, species, weight, and/or age, sex, pregnant (timed/untimed), etc.
- Fee Details: allocation for all animal ordering charges, including shipping and freight (obtained via departmental account administrator).
- Housing Details: Facility/room and group/singly-housed. Requests for singly-housed conditions must be approved by veterinary staff or be justified on the associated animal protocol.

A designated departmental account administrator (or a designee) will then create a requisition in Coupa that, once approved, will generate a purchase order. Requisition amounts should be entered into Coupa as follows:

- Animal Charges: this line should distribute funds by quantity
- Shipping/Freight Charges: this line should distribute funds by amount only

The associated dispatched purchase orders are then routed to the CLAMC office via email to acare@uth.tmc.edu. CLAMC will then verify that the iCARE requests have the necessary veterinary / husbandry approvals prior to placing the order with the preferred vendor. Please allow two business days for CLAMC processing. Note the following deadlines for animal orders:

Vendor	Delivery Date	Financial information should be entered into Coupa and order placed in "Vet Review" status	Order needs to be set on "Order to be Placed" status	Website/Contact No.
Charles River	Monday	Prior Tuesday Before noon	Prior Thursday Before 10:00 AM	www.criver.com (800) 522-7287
Charles River - Rabbits	Monday	Prior Tuesday Before noon	Prior Thursday Before 10:00 AM	www.criver.com (800) 522-7287
Envigo	Monday	Prior Tuesday Before noon	Prior Thursday Before 10:00 AM	www.envigo.com (800) 793-7287
	Thursday	Prior Tuesday Before noon	Prior Thursday Before 10:00 AM	www.envigo.com (800) 793-7287
Jackson Laboratory	Monday	Prior Tuesday Before noon	Prior Thursday Before 10:00 AM	www.iax.org (800) 422-6423
	Thursday	Prior Tuesday Before noon	Prior Thursday Before 10:00 AM	www.iax.org (800) 422-6423
Taconic	Tuesday	Prior Tuesday Before noon	Prior Thursday Before 10:00 AM	www.taconic.com (888) 822-6642
Texas Animal Specialty	Wednesday	Prior Tuesday Before noon	Prior Thursday Before 10:00 AM	(281) 446-7917

Departments wishing to place animal orders against a blanket purchase order will follow the same procedure to initiate the requisition. The requesting department is responsible for tracking all orders placed against the blanket purchase order and ensuring funding is available before initiating additional animal orders.

CLAMC will contact the requesting department to discuss details regarding the animal order as needed. Individuals who submit requests in the iCARE system can elect to receive status updates via email notifications. After deliveries occur, vendors submit invoices directly into Coupa for payment.

CONTACTS

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