

JSU Policy for Procuring Animal

All requisitions and/or requests for live animals, vertebrate and invertebrate, should be submitted to the Business Office with an approved IACUC Form 001 (attached).

Requisitions and/or requests not having this form, with appropriate signatures, will be returned to the sender.

Rationale for Policy – As the use of animals for research and instruction increases at JSU, there is a need to enhance the process by which animals are acquired. Currently, animals can be acquired independent of the Animal Care Coordinator; yet, the Coordinator is often responsible for the care of animals after they arrive. The proposed policy will insure the optimum care of the animals. Since IACUC has responsibility for the care and utilization of animals at JSU, it is imperative that we introduce more control in this area.

Steps for Procuring Animals

1. Secure approval from IACUC to use animals for teaching and/or research purposes.
2. After getting IACUC approval, download and complete IACUC Form 001.
3. Submit a copy of the completed form to the Laboratory Animal Care Coordinator.
4. The PI and Animal Coordinator will agree upon the availability of animal facility support (spaces, cages, bottles, food, time period, etc.) needed to support the animal request before ordering..
5. The PI should submit the requisition and IACUC Form 001 through regular channels for processing.
6. The PI should interface with the Vendor after the PO is approved to insure accuracy and delivery of the animals by the requested date.
7. The PI should submit a copy of the PO to the Laboratory Animal Care Coordinator who will follow-up with the Vendor to insure a “welcomed” arrival of the animals.

Special Note: No requisitions for animals will be approved without an approved IACUC Form 001 accompanying the requisition.