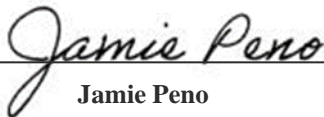
 <div> <div>DIVISION OF RESEARCH & INNOVATION</div> <div>Research Integrity & Compliance</div> </div>		UNT Lab Animal Facility Standard Operating Procedures	
Title: Animal Ordering in the UNT Lab Animal Facility			
Effective Date:	August 15, 2021	Document Number:	LAF-SOP-05-02.00
Approval/Date: <div style="text-align: center; margin-top: 20px;">  <div> <div>Jamie Peno</div> <div>Assistant Vice President, Research Integrity and Compliance</div> </div> </div> <div style="text-align: right; margin-top: 20px;"> <div>8/15/2021</div> <div>Date</div> </div>			
REVISION HISTORY			
Date	Section	Author	

PURPOSE

The UNT Lab Animal Facility must review and approve animal orders that are placed by respective departments for any animals that will be housed in the LAF. Orders may not be placed and will not be approved without a corresponding UNT IACUC approved Animal Use Protocol.

SCOPE

It is the responsibility of the Principal Investigator to obtain IACUC approval for all animal work prior to placing an animal order.

It is the responsibility of the Principal Investigator who order animals to communicate appropriately with LAF Management and to follow these guidelines.

DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton

IACUC- Institutional Animal Care and Use Committee

SOP/SOP's- Standard Operating Procedure(s)

LAF- Laboratory Animal Facility

AV- Attending Veterinarian

PROCEDURES

- I. UNT Lab Animal Facility Animal Ordering
 - A. Orders/ delivery dates should be arranged with LAF Management prior to order submission.
 - B. Orders should be placed through IACUC/AV approved vendors. Quotes may be requested through the UNT LAF Manager in advance.

- C.** Animal deliveries to the Vivarium may only be accepted by LAF staff and must not be delivered elsewhere to ensure maintenance of LAF colony health and to ensure appropriated processes and documentation are kept.
 - 1. Animals not shipped/ received correctly may require extra quarantine and health checks/tests. All extra costs will be at the expense of the Principal Investigator.
- D.** The LAF Form 02- Animal Ordering Form should be completed by the PI and submitted as an attachment to the departmental order.
 - 1. Forms should be complete to include the following:
 - a) Vendor
 - b) Species and strain information, including Male/ Female requirements
 - c) Number of animals
 - d) Principal Investigator and Dept. associated with order
 - e) Animal Use Protocol(s) associated with order
 - f) Requested Delivery Date/ Time
 - i. Deliveries should be scheduled at a time within regular LAF business hours to ensure personnel are available for intake. (ONLY LAF personnel can intake animals for the facility.)
 - g) Delivery Location:
Attn: LAF Manager Name (SRB 218A)
UNT Central Receiving
2310 N.I-35
Denton TX 76201
 - 2. Once orders have been submitted to the appropriate departmental personnel, they will be routed to the LAF Manager for final review and approval before orders may be placed.
- E.** Upon receipt and intake, the LAF will notify the PI of animals' arrival, conditions, and housing specifics.

REFERENCES

- 1. LAF Form 02- Animal Ordering Form
- 2. UNT IACUC Animal Research Policies and Procedures

APPENDECES

Lab Animal Facility Procedures