

## General Guidelines and Deadlines for Animal Ordering

In general, we will process complete animal orders within **one business day** of receipt in our office. Please keep in mind, Animal Requisition Forms must be complete, with the PI approval (or email from the PI with their approval explicitly provided), along with housing facility approval. It is suggested to get your orders started as early as possible so that a delay at any signature point will not cause a delay in your order.

- You will receive email confirmation from us that delivery of your order has been confirmed by the vendor by Friday of the week they are ordered. If you have not been advised of the status of your order by Friday of the week ordered, please contact [emstrang@purdue.edu](mailto:emstrang@purdue.edu) for status.

All completed Animal Requisition Form orders need to be sent to:

1. [cmafmanagement@groups.purdue.edu](mailto:cmafmanagement@groups.purdue.edu) for housing approval in on-campus, **centrally managed facilities** (CVM bldgs.; LSA; MJIS; BIND; RHPH; HANS)
  - **For non-centrally managed facilities** (e.g., ASREC Farm Unit Managers, PSYC, FORS, WACF), you must obtain approval from the supervisor/manager for that area.

AND

2. [animalordering@purdue.edu](mailto:animalordering@purdue.edu) for ordering

Link to Animal Requisition Form here:

<https://www.purdue.edu/research/regulatory-affairs/animal-research/iacuc/forms.php>

### For commonly used small animal vendors, below is the ordering schedule:

**\*\* Please be sure to get your order in at least 4 hours prior to the deadline to ensure that housing personnel have time to review available space and to approve the order -- or discuss options with you if needed. THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THE DEADLINES.**

<u>Vendor</u>	<u>Delivery Day</u>	<u>Ordering Deadline</u>
Envigo (formerly Harlan)	Tuesday	previous Wednesday noon
Hilltop	Thursday	Previous Wednesday noon
Charles River*	Tuesday	previous Tuesday noon
Charles River*	Thursday	previous Wednesday noon
Taconic	Tuesday	previous Wednesday noon
Jackson Lab*	Monday	previous Monday noon
Jackson Lab*	Thursday	previous Wednesday noon
Covance	Tuesday	previous Wednesday noon

\*Please note that, currently, Charles River delivers on both Tuesday and Thursday and Jackson Lab delivers on both Monday & Thursday.

For animals being obtained from ASREC Units for research and/or teaching purposes, an Animal Requisition Form must be completed and approved PRIOR TO those animals being used on approved protocols. The IACUC considers ASREC a "vendor."

Note for hot weather: Keep in mind that heat embargos are in effect for some vendors and species when temperatures are above 85°F. We cannot prevent any order delays for weather related reasons.

Call Elisa Strange in the Laboratory Animal Program office with any questions on this process (765-496-1019 or [emstrang@purdue.edu](mailto:emstrang@purdue.edu)).