VIII. Procurement of Vertebrate Animals

Faculty using vertebrate animals in research and teaching are responsible for complying with applicable regulations and institute policies governing procurement and use of animals. The Principal Investigator is responsible to ensure that the animals ordered do not exceed the number approved, that the charges are allocable to the funding source whose PeopleSoft # is specified in the Request for Animal Procurement, and that the funding source matches the source cited in the IACUC approved protocol.

Procurement of vertebrate animals is centralized in Georgia Tech Research Corporation (GTRC). Independent ordering of vertebrate animals by Principal Investigators, students, or departmental personnel is specifically prohibited. The procurement of vertebrate animals without an approved protocol is a violation of institute policies. No animal purchases shall be made until the proposed protocol has received IACUC approval.

Faculty should prepare a Request for Animal Procurement (RAP) form and follow the procedures set forth in the boxes below, relative to where animals will be housed. The RAP must be signed by the person placing the order. Generally, this person will be the Principal Investigator (PI), Co-PI, Lab Manager, or other official designee. The protocol application must indicate which members of the research team or laboratory staff are authorized to place animal orders.

Important telephone numbers:

Primary Number: 404.894.9035	Research Integrity Assurance: 404.385.7316
Back-up Number: 404.894.6958	404.894.6949
GTRC Fax: **404.385.2078**	404.894.6944

Once an order has been placed by GTRC, changes with the vendor may not be made by PIs, students, or department personnel. Instead, changes must be handled through GTRC. Cancellations of animal orders must be called to GTRC as soon as possible and must be followed up with a FAXED cancellation notice. Incorrectly ordered animals cannot be returned, so great care must be taken in completing the Request for Animal Procurement. GTRC will charge the PeopleSoft Number provided on the Request for Vertebrate Animal Procurement form. DO NOT ENTER P-CARD INFORMATION ON ORDER FORM.

A list of approved animal vendors is available from the Office of Research Integrity Assurance and GTRC. Every effort is made to accommodate the investigator's request relative to sources of animals. If no specific vendor is indicated, selection will be made on the basis of animal quality, vendor reliability and ease of shipping, as known to GTRC at the time of placing the order. If it is necessary to receive animals from a previously unapproved source, such as from another university, approval of the Director of Animal Resources is required in advance.

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Orders will not be taken by phone. Orders must be faxed.	
Vertebrate Animals to be Housed in PRL	**Vertebrate Animals to be Housed Elsewhere**
Purchase requests for animals to be housed at PRL must be received by the PRL manager by 12:00 Noon on Wednesday for delivery the following week.	Purchase requests for animals to be housed elsewhere, and NOT in PRL, must be received in GTRC by 3PM on Wednesday for delivery the following week.
Secure IACUC approval. For assistance, contact Office of Research Integrity Assurance at iacuc@gatech.edu.	Secure IACUC approval. For assistance, contact Office of Research Integrity Assurance at iacuc@gatech.edu.
Complete Request for Animal Procurement (RAP) form.	Complete Request for Animal Procurement (RAP) form. Specify the physical delivery location. The name of the person to accept the shipment delivery must be provided. Orders lacking this information will not be placed.
Complete the Animal Housing Space Request form.	
Attach the departmental purchase order and deliver all documents to PRL Manager for signature and submittal to GTRC.	Attach departmental purchase order.
	Fax the RAP and attachments to GTRC at 404.385.2078. DO NOT EMAIL.
GTRC will verify that an approved, current IACUC protocol is in place and that the cited funding source is specified in the IACUC protocol for which animals are being requested. *If there is a discrepancy, the order will be put on hold until resolved.*	

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