I. PURPOSE:
The purpose of this Standard Operating Procedure (SOP) is to provide uniform ordering of research animals that are to be housed in the Marquette University animal facilities.

II. NOTE:
- All orders for Harlan should be placed by your department no later than noon the Thursday before the Wednesday delivery. This will secure a Wednesday delivery.
- All orders for Charles River and Jackson Labs should be placed by noon the Thursday before for a Monday or Wednesday delivery.
- For Harlan, orders that are placed on Friday, Monday or Tuesday the week of delivery will not arrive to the ARC on Wednesday. Harlan and the purchasing department need a minimum of three full working days to process the order.

III. PROCEDURES:
1. Research staff will need to submit animal order requests to the individual(s) responsible for animal ordering for their department. This is the person who will enter the order into the Marquette Financial System (MFS).
2. Complete the Incoming Animal Order Form with the following information. (This form can be obtained from the Animal Resource Center).
   - PI Name
   - IACUC approved protocol number
   - Date the order was placed
   - Species and Vendor
     - Whenever possible, acquire animals from an approved vendor.
       1. Approved vendor: Harlan, Charles River, Jackson Laboratories, Niles Biological, Kuiper Ranch, Xenopus One, and Carolina Biological.
     - If animals are not available through an approved vendor, arrange for the consulting Veterinarian and Facility Director to screen the health report for potential pathogens and prepare for the animals to be placed in quarantine for additional screening.
   - Arrival Date, and room number
   - Number of animals ordered and gender
   - Housing accommodations – single or grouped
     - Please note that for single housed animals there will need to be a justification in the IACUC approved protocol.
   - Weight information, dates of birth, and any other information if desired to be printed on the cage card.
3. Send the incoming animal form via e-mail to the Animal Resource Center (ARC) staff for approval (austin.fritsch@marquette.edu and alecia.treml@marquette.edu).
   - The Director or Supervisor of the ARC facility will verify:
     i. Availability of vivarium housing space and supplies.
     ii. The amount of animals that are approved for purchasing.
   - Once verified the Director or Supervisor will send an “ok to purchase” or “not ok to purchase” e-mail back to the responsible party.

4. Once the ARC gives approval the order can be placed on MFS.
   - When generating the purchase order (PO) make a note on the ordering line that ARC has approved the animal numbers. This will let purchasing know that you have contacted the ARC for approval.

5. Purchasing:
   - When the PO is submitted it will no longer goes to purchasing. The PO will go direct to the vendor for ordering. If the animal order is over $2,500 is will require review by the purchasing department. Vendors will send the purchasing department a confirmation which will then be forwarded to the person that has placed the order.