

Memo

From:

Austin Fritsch
Jenny Alexander

To:

Faculty, Staff, and Students involved in vertebrate animal-based research teaching or outreach

Date:

January 14, 2016

Re: 2016 Update on Animal Ordering

2016 Update for the Guidelines and Policy for Animal Procurement and Purchasing

In an effort to maintain compliance for an accepted ordering process the Animal Resource Center and the Marquette Purchasing Department have updated the guidelines for Animal Procurement and Purchasing (attached). Updates include; additional suppliers that have been added to the approved supplier list (Sage Labs and Taconic Farms), as well as an updated name change for Harlan Laboratories now called Envigo.

This memo will also serve as a reminder for all animal users to review the updated animal procurement policy (attached). Please note that there are restrictions on ordering for Envigo and Charles River as they only deliver on certain days. As a reminder, all animal orders for these suppliers must be placed by your department no later than **3:30pm** on the **Tuesday** before the desired delivery date. This will allow for the time it takes to place, process, and approve the orders from the Animal Resource Center, ordering department, and for the purchasing department.

Marquette University Approved Animal Supplier List

Whenever possible, acquire animals from one of the approved suppliers.

Rats and Mice	Envigo (Harlan), Charles River, Taconic Farms, Jackson Labs, Sage Labs
Rabbits	Kuiper Rabbit Ranch, Envigo (Harlan)
Frogs & Turtles	Niles Biological, Xenopus One, Carolina Biologicals

NOTE: *Animals that are requested outside of the specified times will not arrive to the ARC on your desired delivery date. Our suppliers and the Marquette Purchasing Department need a minimum of (4) full working days to process the order.*

There are only a few staff in each department that have the authorization to place animal orders. If animal orders arrive without going through the proper authorization procedures, the animals will be placed under the ARC holding protocol and the IACUC will be notified.

Best regards,



Austin Fritsch
Research Compliance Officer – IACUC & IBC
Director – Animal Resource Center



Jenny Alexander
Director of Purchasing